



# **CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

**City Fiscal Year 2013  
(Federal Fiscal Year 2012)  
July 1, 2012 to June 30, 2013**

**City of Wilmington  
Department of Real Estate and Housing  
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**City of Wilmington**  
**City Fiscal Year 2013 (Federal Program Year 2012)**  
**Consolidated Annual Performance and Evaluation Report (CAPER)**  
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## **INTRODUCTION**

This document represents the City of Wilmington's Consolidated Annual Performance and Evaluation Report (CAPER) for the Fiscal Year July 1, 2012 to June 30, 2013. It is a consolidated reporting document covering local programs and services funded by federal entitlement programs and serves to identify progress on goals and objectives identified in the Five Year Consolidated Plan. This is the third report on the Five Year Consolidated Plan, which covers FY2011-FY2015 (FFY2010-2014).

The CAPER is also an assessment of how the City of Wilmington met other HUD requirements such as affirmatively furthering fair housing, reducing the problem of lead paint, progress of the housing authority, reduction of barriers to affordable housing, institutional structure, progress of the continuum of care for the homeless, monitoring and compliance functions, and citizen participation requirements.

This document provides a summary and detailed report on the use of funds for FY2013 pertaining to the following four funding sources allocated to the City of Wilmington. In addition, this report includes funds that may have been carried over from the previous fiscal year. The City of Wilmington was awarded the following grant amounts for FY2013:

<b>Grant</b>	<b>FY 2013 Grant (new grant awards)</b>
Community Development Block Grant (CDBG)	\$2,127,448
HOME Investment Partnership Program (HOME)	421,084
Emergency Solutions Grant (ESG)	192,627
Housing Opportunities for Persons with AIDS (HOPWA)	639,156
<b>Total</b>	<b>\$3,380,315</b>

## ASSESSMENT OF GOALS AND SELF EVALUATION

There were six broad objectives identified in the City of Wilmington's Five Year Consolidated. These were to:

- Increase the supply of quality affordable housing;
- Improve the quality of the existing housing stock;
- Reduce the impact of neglected and vacant properties;
- Engage in targeted comprehensive neighborhood revitalization;
- Provide housing opportunities and supportive services for the homeless; and
- Help all City residents meet basic social and economic needs.

The City of Wilmington is concerned about a number of conditions that currently exist in its neighborhoods. The increasing number of long-term vacant and boarded houses and other buildings, the pressure to convert small or older single family homes to multi-family rental situations, and the proliferation of vacant commercial buildings that blight several neighborhoods are examples of these negative conditions. The presence of vacant, boarded buildings has an adverse impact on the image of the City, serving to discourage investment in neighboring properties, and supports criminal activity. Neighborhoods that have high percentages of rental housing with poor management allow a criminal element to easily gain footholds. The City's Real Estate and Housing Department has analyzed the scale and location of these conditions and has defined neighborhoods in order to focus resources.

A review of activities undertaken during the program year finds that in all cases, CDBG, HOME, HOPWA and ESG dollars were used to address the objectives and related priorities in the Five Year Consolidated Plan. The following list represents the programs funded by CDBG, ESG, HOME, HOPWA, NSP and De-Lead. Details on all HUD expenditures and beneficiaries are provided in HUD's Integrated Disbursement Information System (IDIS). As part of leveraging, non-Federally-funded, housing-related activities are included in this CAPER.

- Homeless and Transitional Services (CDBG, ESG and HOPWA)
- Home Repair Loan Program (CDBG)
- Investor Rental Rehabilitation and Lead Paint Abatement Loans (CDBG, State HLRP)
- Housing Development including CHDO Set-Aside (HOME, CDBG, NSP, City Strategic Funds, Chase Line of Credit)
- Lead Hazard Reduction (De-Lead)
- Public Facilities Improvements (CDBG)
- Property Acquisition and Disposition Program (CDBG, NSP, City Strategic Funds)
- Vacant Property Demolition and Stabilization (CDBG)
- Administration and Planning (CDBG, HOME, ESG and HOPWA)

The following activities were undertaken by the Real Estate and Housing Department during FY2012:

**Demolition Program** - This program targets long-standing vacant properties in “re-development” areas where there is little or no market potential for rehabilitation. The City’s goal continued to be the reduction in the number of units of non-viable housing stock. Six (6) units were demolished using NSP funds in FY2012

NSP-funded Demolition:

- 1702 W. 2<sup>nd</sup> Street
- 602 E. 22<sup>nd</sup> Street
- 604 E. 22<sup>nd</sup> Street
- 204 E. 24<sup>th</sup> Street
- 206 E. 24<sup>th</sup> Street
- 2701 N. Tatnall

**Affordable Rental Preservation** – With the investment of the HUD HOME funds, the City has been an active partner in the winning of Federal Affordable Housing Tax Credits for our locale. The 7-unit Garrett House Project was completed in FY12. There was some delay in tenants occupying the units as a result of additional reporting requirements to HUD for this special needs population.

NSP Affordable Rental Projects for FY12:

- 1202 W. 2<sup>nd</sup> Street – Single family low-income (50% and below AMI) rental unit
- Kennedy Towers – 24 rental units (80% and below AMI)
- Garrett House – 7 rental units

## **PARTNERSHIP: WILMINGTON HOUSING PARTNERSHIP/CITY OF WILMINGTON**

In fiscal year 2013, the fourth year of the Wilmington Housing Partnership’s second five year RISE (Residential Improvement and Stabilization Effort) initiative primary focus with to develop the first affordable project in the Browntown/Hedgeville area of Wilmington and completion of our first LEED Certified project in the North East section of Wilmington.

The first RISE initiative was established to by the Wilmington Housing Partnership (WHP) to stabilize six “at risk” areas of the City of Wilmington. In the past the RISE projects have included acquisition, demolition, rehabilitation, new construction, sidewalk improvements, streetscape projects, and City-sponsored residential facade programs.

### **Expanded RISE Areas**

		Browntown/Hedgeville
	Southbridge	
Eastside		West Center City
North East		Westside

The new five-year RISE effort began in July 2009, after WHP and the City engaged the firm of Mullin and Lonergan to evaluate the success of the previous RISE initiative. The outcome of this evaluation was a factor in establishing goals for the current RISE program. Housing market conditions and the challenge of finding qualified buyers, caused WHP to slightly decrease its goals from their first RISE effort as follows:

- Create 150 affordable homeownership units
- Reduce blight
- Improve the City's housing stock
- Raise property values
- Involve local non-profit and private developers
- Increase income diversity through limited market-rate housing development

Through the fourth year of the Five Year RISE Initiative the Wilmington Housing Partnership has created 17 homeownership opportunities in the City of Wilmington.

### **Fiscal Year 2013 Accomplishments**

- **WHP Project—Scattered Site Projects:**  
With the assistance of the City of Wilmington, WHP purchased a house located at **1226 West Street** at sheriff sale. There were numerous structural issues with the home including an infestation of raccoons. The surrounding neighborhood is relatively stable and the home was the only house on the block that looked out of place. This rehab project was completed in February and was listed for \$235,000. The home features two bedrooms, 1 1/2 baths, granite counter tops, hardwood floors and a new deck. This home sold on January 25, 2013 for \$215,000.  
  
The City conveyed a large single-family home located at **2700 Baynard Blvd.** to the WHP. While it remained vacant for over ten years and in very poor condition, some of its beautiful architectural features were still intact. The neighborhood consists of single-family homes with the average home value ranging in the \$300,000's. The home was rehabbed by a minority contractor and now features five bedrooms, 3 1/2 baths, hardwood floors, split level HVAC system, granite counter tops and a new deck. Completed in September 2012 with the City of Wilmington's strategic funding assistance, the home was sold November 2012 for \$349,000 and marketed a single-family at 120% of the median income.
- **Brownstones at Christina Overlook:** The seven-unit new construction project was inspired by the Brownstones of Brooklyn, New York. The project was assisted with NSP funds, funding from DSHA and WHP Blended RISE Funds. Two of the homes were marketed to families at 50% of the median income and the remaining 5 were marketed to families at 80% to 120% of median income. Completed in July 2012, this project compliments a 33 unit market rate project located directly across the street. WHP sold the land to a local for-profit builder, and together these two projects provide a tremendous level of revitalization to the Browntown community. Six of the 7 Brownstones have sold for \$169,900 since July of 2012.

- **West 3<sup>rd</sup> Street:** WHP acquired 5 lots in the 1800 block of West 3<sup>rd</sup> Street in the section of Wilmington that borders Hilltop and Little Italy. These lots were once occupied by five homes that were accidentally blown up when a gas line was severed. The area consists of a mixture of homeownership and rental units and has an 8.6% vacancy rate, a 48.6% owner occupancy rate, and an average residential sales price of \$83,701. Additionally, 26% of properties in the area are rental properties and 13% are commercial. WHP subdivided five small existing parcels and built 4 newly constructed townhomes and sold them as affordable single-family homes. The properties are part of WHP's plan to help revitalize the area through a possible two-part program of new construction, re-sale, and a façade program for existing owners on the block. The project was completed in March 2013 and sold one of the units in June 2013 for \$134,500.

### **East Side Revitalization Plan**

The Wilmington Housing Partnership is currently the lead organization spearheading a 5 and 10 year City of Wilmington East Side investment plan. Working with KSK Architects Planners Historians Inc., JP Morgan Chase, City of Wilmington, Woodlawn Foundation, Habitat for Humanity, East Side Blue Print Community, and local community development corporations, our initial goal is to create 75 new homeownership opportunities on the East Side. The plan includes concepts and strategies for neighborhood redevelopment based on physical and market conditions, and build on the area's strengths; attractive historic resources (Old Swedes Church), proximity to Brandywine River, walking distance to downtown area, and potentially attractive row homes. In addition, this plan includes an implementation strategy (short and long-term goals); costs, responsible parties, time lines, and funding. The East Side study focus area extends from Walnut Street in the west to the Brandywine River and AMTRAK northeast corridor line in east, and from 11<sup>th</sup> Street in the north to 4<sup>th</sup> Street in the south. The Bancroft School is located at the heart of the community. Walnut Street is a northbound arterial that marks the boundary between Center City Wilmington and the East Side.

The East Side is a community rich in history and historic buildings containing Local and National Register listed historic districts. To prevent further decline and uphold an important component of Wilmington's history, immediate intervention is necessary. KSK Architects reported in their ongoing study that the *"East Side contains a significant number of deteriorating housing"*. These housing units are too small to function as sufficient homes for modern families with children. The homes are less than 1,000 square feet, have only two bedrooms, small back yards, and no off-street parking. A disproportionate number of rentals compared to homeownership units dwell in this community with statistics showing an increasing trend in rental units. The US Census reports that in the year 2000, 61.9% of homes on the East Side are renter occupied and in 2010, 62.6% are renter occupied housing. Because of the low percentage of owner occupied units, renters take less pride in their home and community and contribute significantly to its demise. The East Side also has a higher percentage of households earning fewer than 30% of median income as defined by the HUD guidelines. The US Census Bureau also reports that 47.2% of these households earn less than \$15,000 as compared to the City of Wilmington household average of 22.2% earning less than \$15,000.

Over the last 20 years, The Wilmington Housing Partnership has been the leader in rehabilitation on the East Side. WHP's developments are as follows:

WHP DEVELOPMENT	UNITS
CURLETT PLACE	9
MCCAULLEY COURT	55
KIRKWOOD MANOR I	14
KIRKWOOD MANOR II	19
HOPE LANDING	15
TOTAL	112

#### **PARTNERSHIP: WILMINGTON HOUSING AUTHORITY (WHA)/CITY OF WILMINGTON**

A Memorandum of Agreement remained in effect during FY2013 with the two parties committing to a cooperative effort including but not limited to: common goal acquisition and disposition strategies, value driven neighborhood planning, development of common action plans and an upgrading of communication. Activities include the Wilmington Housing Authority disposing of properties to the City and the City in turn coordinating the renovation of the properties and the creation of homeownership opportunities in targeted areas.

#### **REAL ESTATE AND HOUSING ACTIVITIES AND ACCOMPLISHMENTS**

The following activities were undertaken by the Real Estate and Housing Department during FY2013:

**Demolition Program** – The City of Wilmington's Demolition program targets long-standing vacant properties in "redevelopment" areas where there is little or no market potential for rehabilitation. As part of the City's continuing efforts to reduce the number non-viable housing stock, six (6) units were demolished in FY2013 utilizing NSP funds.

**City Property Disposition Program** - The City of Wilmington is committed to making opportunities available to qualified and capable owners and developers while reducing maintenance and carrying costs for City owned property. The City acquired four (4) properties in FY2013 and disposed of twelve (12) properties. At the end of FY2013 the City had 160 properties in its inventory. As anticipated, the number of units decreased in FY2013, as the City partnered with nonprofit agencies to dispose of parcels that became a part of larger development opportunities.

**Home Loan Repair Program** – To provide a safety net as well as to prevent the creation of additional vacant properties, the Real Estate and Housing Department has budgeted for repairs to homes that are owner occupied and in need of structural or systematic critical repairs. This initiative repairs roofs, electrical, heating and plumbing systems and other critical needs and typically averages \$16,200/unit. A total of 44 CDBG units were completed during FY2013.

**Vacant Property Strategy** – As a key player on the Mayor’s newly established ‘Integrated Planning Process team, the Department of Real Estate and Housing plays a critical role in addressing vacant properties. While continuing to build on successes of previous years, new initiatives include: exploring land banking options, strategizing the development and promotion of lease-to-own rehabilitation of vacant properties, working aggressively with non-profits to acquire vacant properties for redevelopment, establishing relationships with mortgage companies and local banks to assist in supporting our efforts to address the number of vacant properties in our inventory and throughout Wilmington. FY 2014 the Department of Real Estate and Housing will sponsor workshops and will invite key members of our state legislature to enact legislation in support of land banking in order to assist the City’s vacant property initiatives.

**Façade Program** - The City of Wilmington’s Façade Program utilizes CDBG funds to provide grants up to \$4,999 per residential building to address minor exterior, street frontage repairs or code violations. Owner and/or rental occupants must have incomes at or below 80% of median family income to be eligible for the façade program. In cases of multi-family rentals, 51% of the tenants must be income eligible. No residential or commercial façade projects were completed in FY2013.

## **SELF ASSESSMENT**

**Describe the manner in which the recipient would change its program as a result of its experiences.**

The City of Wilmington was pleased with its overall program and activities. The continuation of a “housing-centric” focus has proven extremely helpful as the foreclosure crisis and downturn in the economy made it even more imperative that the City’s limited Federal resources be generally targeted toward housing and housing-related activities, and not be watered down by spreading them among other eligible activities. Additional funding of demolition activities was also given more consideration due to the prevalence of dilapidated and long-term vacant properties that have had a negative impact on many City neighborhoods.

Improved communications to all constituents is also an area the City will look to improve in the context of implementing its Plan. Increased use of mapping software to visually display the location of projects such as the owner-occupied rehab program suggests that the City can do a better job in maximizing the participation of all eligible households and/or neighborhoods throughout Wilmington. The Department of Real Estate and Housing began plans to include the use of billboards and other media outlets to expand promotion of Real Estate and Housing Department’s federally-funded housing programs and activities.

One of the priorities has been the Continuum of Care funding, including services for the homeless, emergency shelter and transitional housing. The City is a partner with the State and the local Continuum of Care providers through the Homeless Planning Council. This group has been particularly effective in obtaining federal and State resources for homeless services. Through the efforts of the Continuum of Care, the City is able, for the most part, to provide for the emergency needs of homeless persons, and unlike many other communities we do not have a need for additional emergency shelter facilities.



Overall, the City of Wilmington is pleased with its efforts and the impact that the Federal funds have on the community. The City has experienced increased demand for housing development funding, particularly “new construction,” which we are having difficulty in meeting due to severe cuts in HOME Investment Partnership funding. The City continues to encourage its elected officials in Congress, as well as HUD, to provide additional flexible funding under CDBG to eliminate blighted conditions, improve the appearance of the urban fabric, encourage private market reinvestment in the city and revitalize deteriorated neighborhoods. We also urge continued and increased funding for programs such as HOME and Public Housing to assist us in meeting the housing needs of low and very low income households.

### **Future Changes to Consolidated Plan**

FY2013 marked the second year of the City of Wilmington’s current Five-Year Consolidated Plan (FY2011-FY2115). Increased rehabilitation costs may result in a reduction in the annual number of homeowner repairs completed. Other future changes to the current Five-Year Consolidated plan could occur as a result of a continuing reduction in Federal funding, which we anticipate is a very real possibility given the current Congress’ plans to further reduce the Federal deficit. Nevertheless, the City of Wilmington’s Real Estate and Housing Department will continue on an aggressive planning, investment and action plan. As anticipated, the change in the City’s administration resulted in changes to the current Five-Year Consolidated Plan, as incoming Mayor’s housing and community development priorities differed from that of the previous Administration’s “housing-centric” focus. The new administration included youth and families programs and activities in its FY14 RFP, which resulted in a reduction in funding to programs aimed primarily at homelessness prevention and rapid re-housing. Notwithstanding, the City plans to continue to work with the Wilmington Housing Partnership as the primary organization to lead the housing initiative in “at risk” areas. The City will continue its work with nonprofit and for-profit housing developers to increase the availability of affordable housing that is decent, safe, sanitary and accessible. The City has begun a more focused effort on targeted “redevelopment” areas of our community, utilizing primarily its current 5-Year Consolidated Plan, the Statewide Analysis of Impediments of Fair Housing Choice and the City’s Comprehensive Plan. The commissioning of Integrated Planning Process Team, which is an inter-departmental in membership, has eliminated the previous “silo approach” to managing housing development to include all possible departmental inputs required to make informed decisions regarding development of a project. Further, formation of a Neighborhood Planning function is proving vital to bringing formerly “disconnected” functions into an integrated platform where outcomes are projected to arrest the escalation of deterioration, build a sense of positive growth in dormant neighborhoods and bring to bear the maximum resources available to fulfill Wilmington’s potential.

### **Underserved Needs**

#### **Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.**

The actions and activities reflected herein comprehensively reflect the steps taken by RE&H during the past year to meeting underserved needs. The recent completion of the Fair Housing Analysis of Impediments and the issues/obstacles identified therein provides the City a unique opportunity during the current fiscal year to develop a workplan that will allow some underserved needs to be addressed in a more informed way.

- a. Identify progress in obtaining “other” public and private resources to address needs.

The City is actively seeking partnerships with developers, banks and other financial institutions interested in partnering with the City to bring development dollars to the area. In addition to an infusion of local housing strategic funds, mainly to address the need for increased market rate housing development, the City has also established an active partnership with Wells Fargo Bank through their National Community Stabilization Trust Donation program, which provides not only foreclosed properties suitable for redevelopment, but in some cases includes financial incentives for stabilization and repair of these properties, which are being earmarked for transfer to non- and for-profit affordable housing developers for homeownership projects. As part of the development of a land bank or land trust, the City is negotiating similar partnerships with other banks who have expressed interest in working with the City in this area.

### **Geographic Distribution**

The majority of activities continue to be in predominately low and moderate-income areas. Many of the services are citywide in nature (the City is 62% Low/Mod). Due to the small size of the community these services are easily accessible to all parts of the city. The Low/Mod areas are also synonymous with areas of high minority concentration.

### **LEVERAGING ADDITIONAL FUNDS**

The City of Wilmington has always given a priority to using Federal resources to leverage other public and private funds. This is particularly true with respect to development projects, as very rarely do Federal resources from HUD cover all of the costs, particularly if the project is more than 2-3 units in size.

The City proposed non-CDBG funded approaches to address the neighborhood impacts of poverty as part of its Five-Year Consolidated Plan and is aggressively seeking partnerships to leverage limited Federal dollars, as well as exploring the use of incentives for developers of affordable homeownership projects. The Department of Real Estate and Housing also began looking at ways of increasing homeownership by way of a “homesteading” program that will provide homes for a minimal amount, in need of rehabilitation to families, who with the assistance of funding from private lending institutions will be able to become homeowners, often times for less than the cost of being renters. This program is still in the development stage, a recent partnership with Wells Fargo Bank and the National Community Stabilization Trust (NCST) has resulted in their donation to the City of Wilmington of several homes in need of moderate rehabilitation, along with providing financial assistance for stabilization and repairs.

A representative list of projects in which Federal resources leveraged other funds is listed below:

#### **FY2013 Leveraged Funding**

<b>Project Name</b>	<b>Project Type</b>	<b>Units (if appl.)</b>	<b>City Federal Fund Type</b>	<b>City Federal Fund Amt.</b>	<b>City Leveraged Funding Amt.</b>	<b>Total Project Cost</b>
Zanthia Way	Homeownership	5			\$812,900	\$812,900

W. Third Street	Homeownership	4	NSP	\$307,000	\$365,000	\$672,000
Coleman Street	Homeownership	6	NSP	\$741,978	\$277,134	\$1,019,112
2700 Baynard Blvd.	Homeownership	1	City Strategic Funds		\$377,000	\$392,000
1226 West Street	Homeownership	1	City Strategic Funds		\$194,743	\$194,743

The City approved certification requests during the FY2013 that were made in support of applications for Federal and State funding. The City determined that it did not hinder implementation of the plan by action or willful inaction. Through the administration of CDBG, HOME, ESG and HOPWA funds, the City was able to leverage additional funds to address the needs identified in the Consolidated Plan. The City is fortunate to have private and other public sector partnerships to join with us in these efforts. The following Certifications of Consistency with the Consolidated Plan were approved in FY2013:

- Delaware Community Reinvestment Action Council, Fair Housing Initiatives Program (FHP) *Education and Outreach Initiatives*
- Wilmington Housing Authority, Five-Year and Annual PHA Plan, *City of Wilmington*
- Habitat for Humanity, DSHA Housing Development Funds (HDF), *Coopers Run Townhomes*
- Delaware Valley Development Company, LIHTC, *City Place*

## **FIVE YEAR HOUSING GOALS**

Wilmington accomplishes its housing goals through rehabilitation loans, disposition of vacant properties for redevelopment, construction subsidies, acquisitions and the nurturing of public/private partnerships. The City also supports homelessness prevention, rapid re-housing, fair housing and other housing-related public service programs that assist persons with HIV/AIDS. The City of Wilmington has been successful in providing affordable housing to renters and homeowners through a variety of programs and activities that take into account needs at various income levels, including emergency situations.

In FY2013 the City completed 116 housing units towards a goal of 366 units. The original number contained an error of 225 rental assistance CDBG goal units, which should not have been listed as a goal, bringing the City's actual goal to 366 units. This also does not take into account the City's homelessness prevention and special needs housing. Included in this total were 44 CDBG homeowner repairs; 5 NSP acquisitions for homeownership, 3 NSP rental rehabs, 27 NSP homeownership rehabs, 6 NSP demolitions. In addition, City Strategic Housing Funds were used to complete rehabilitation of 2 homeownership units.

The City of Wilmington identified the following reasons for lower-than-expected housing completions for FY2013: Continued programmatic delays in the City's De-Lead Wilmington program, which resulted in the City of Wilmington bringing the entire De-Lead program in-house, hiring staff and lead-certified workers and contractors. Planned façade repairs that did not go forward, when expected also contributed to lower than expected housing completions. Several rental housing projects scheduled to be completed in FY2013 experienced delays ranging from vandalism and fires to community opposition. As well, the City's increasingly aging housing

stock contributed to per-unit rehabilitation costs averaging \$7,000 - \$10,000 higher in many cases, reducing the amount of available funds and resulting in a lower-than-anticipated number of units being completed.

A breakdown of housing completions by fund-type follows:

CDBG: During FY2013 44 CDBG-funded Homeowner Repairs.

NSP: With 41 properties under development at the end of FY2013, NSP is well on the way to stabilizing neighborhoods. Of the 41 units, 5 were acquired at zero dollars with future plans for redevelopment, 3 were redeveloped for affordable rent-to-own units through Wilmington Housing Authority, 10 were redeveloped for homeownership, 17 were newly constructed, and 6 blighted structures were demolished with two more demolitions pending. Of the 41 homes, 12 are designated for households below 50% of AMI, 25 for households 50-80% of AMI and 2 for households from 80-120% of AMI. The City's future NSP goals include:

- Demolition of 4 blighted nuisance structures,
- Acquisition of 16 properties (10 at no purchase cost to the City),
- Redevelopment of 20 properties; with 5 for households below 50% of AMI, 12 for households 50-80% of AMI, and 3 for households 80-120% of AMI

STATE HLRP: No units were completed under the State HLRP program during FY2013. This program provides a maximum of \$35,000 per homeowner unit and \$25,000 per rental unit to homeowners and investors. The City is seeking ways to encourage increased participation in this program.

HOME: The West Center Village project received certificates of occupancy for 32 of 34 scattered site rental units. Final payment will occur with the completion of the last two units.

OTHER: City of Wilmington Strategic Housing Funds were used to develop two market rate scattered site homeownership units, which were sold.

### **Actions taken during the last year to foster and maintain affordable housing:**

With the downturn in the for-sale housing market and the stricter underwriting criteria, fostering new affordable housing has been difficult, as private developers and non-profits who have traditionally worked with the City have limited their development efforts. The only positive of the market downturn is that suppressed prices, and in some neighborhoods, lowered values has resulted in some for-sale housing becoming more affordable.

Funding through the Neighborhood Stabilization Program (NSP) has been the primary means by which for-sale affordable housing has been developed. By using NSP funds to pay for all of the development costs (and keeping all the sales proceeds in return) the City has been able to reduce development risk for participating developers and it has resulted in dozens of eligible properties being acquired and renovated, many targeted to households below 50% of area median.

### **Efforts to address “worst-case” housing needs and housing needs of persons with disabilities:**

As has been the case for several years now, much of the City's CDBG allocation eligible to be directed towards public service activities has been directed specifically towards emergency and transitional shelters.

The City recognizes the need for an adequate percentage of units being developed to serve persons with disabilities, a deficit which was formally identified in the City's current Analysis of Impediments to Fair Housing. The City has made this a priority and is developing policies that proactively address the matter in the predevelopment stage, in particular with new construction rental projects.

The following tables show proposed and actual accomplishments in achieving the City's affordable housing objectives:

**HOUSING GOALS AND ACCOMPLISHMENTS**  
**July 1, 2010 to June 30, 2015**

Year	Annual Goal	Annual Completions	Difference±
Year 1: FY2011	1,909	2,545	636
Year 2: FY2012	1,905	2,131	212
Year 3: FY2013	2,261	1,808	-433
Year 4: FY2014			
Year 5: FY2015			
Five Year Con Plan			

**July 1, 2012 to June 30, 2013 Completions\***

Completions	Goal Units	Completed Units	Difference +/-	Income Levels			
				<30%	30 - 50%	50 - 80%	80 - 120%
Home Repair Loan Program (CDBG)	60	44	-16				
Production of new Rental Units (HOME)	88	0*	-88				
Acquisition for Homeownership (NSP)	20	5			2	3	
HOME Rental - WCV (partial completion)	11	11	0		11		
Rental Housing (NSP)	0	3	3		3		
Rental Housing (CDBG) (Special Needs Housing)	0	0					
Redevelopment for Homeownership (NSP)	35	41 / 39	+6	2	10	25	2
Demolitions (NSP)	8	6	-2	0	0	0	
NSP Housing Assistance Program Grants	0	0					
Demolitions (CDBG)							
City Housing Strategic Funds	0	2	+2				2
Tax Credit Projects (HOME Rental)		0					
New Construction Home Ownership (City of Wilmington Housing Strategic Funds)	2	2					

Housing Rehabilitation (State HRLP)	2	0					
DeLead Grant Lead Abatements, Risk Assessments and Clearances**	140	2**	-138				
Façade – Residential		0					
Façade – Commercial		0					
Homelessness Prevention and Special Needs Housing	1,895	1,692	-203	1,692			
<b>TOTALS</b>	<b>2261</b>	<b>1,808</b>	<b>-433</b>				<b>4</b>

\* Data based on projects with C of Os or completed activities sale or occupancy of unit.

\*\*DE-Lead Grant programmatic delays and a complete overhaul of the program resulted in only 2 project completions in FY 2013

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**(INSERT MAP HERE)**

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## CONTINUUM OF CARE

The City of Wilmington plays an integral role in ensuring that homeless assistance programs continue to serve those with the most need in the City of Wilmington with the limited resources that are available. One of the City's priorities has been to ensure a seamless continuum of care for all homeless persons. This priority is met by coordinating and collaborating with providers of prevention, coordinated intake, emergency shelters, transitional housing, and rapid re-housing services well as the active role that the City plays in the Continuum of Care planning process as facilitated by the Homeless Planning Council of Delaware and the work of the Delaware Interagency Council on Homelessness.

In FY2013, the City received just over \$1.2 million for prevention, emergency shelter, transitional housing, rapid re-housing, and permanent supportive housing programs through CDBG, ESG, HOPWA funding. Although the City is just one funder of these programs, the funding provided by the City ensured that over 1,692 persons received housing services during the year.

The Homeless Planning Council of Delaware serves as the statewide lead agency for Delaware's Continuum of Care and the system administrator for the statewide Homeless Management Information System (HMIS). The City participates in the HPC's planning process by participating in meetings, collaborating with the HPC on funding and advocacy issues and ensuring Delaware's HMIS system is operational. During the 2012 Continuum of Care application process, Delaware received nearly \$6.5 million through the competitive Continuum of Care funding through HUD. Funds were awarded to 7 agencies and 27 programs to assist the homeless population. Delaware's HMIS system has been expanded since its inception in 2001 from a pilot group of 6 agencies to 40 agencies and 129 users. From January 1, 2012 to December 31, 2012 data was entered into HMIS for a total of 2,627 unduplicated persons who were new to one of these housing programs that year.

### Overview of the Plan

The City of Wilmington remained an active and voting member of Delaware's Interagency Council on Homelessness. The DICH created Delaware's 10 Year Plan to End Chronic Homelessness and Reduce Long-Term Homelessness in 2007. This plan is Delaware's only homelessness plan that addresses the needs of the chronically homeless and those who are at-risk for chronic homelessness. The City has been an active member of the DICH since its inception in 2005 and continued to work with other DICH members to address the needs identified in the 10-Year Plan as well as to analyze the needs of the rest of Delaware's homeless population. A City staff member serves as a voting member of the DICH.

Progress towards the goals outlined in *Breaking the Cycle, Delaware's Ten-Year Plan to End Chronic Homelessness and Reduce Long-Term Homelessness*. This plan provided to DE's former Governor in February 2007 by the Delaware Interagency Council on Homelessness (DICH) outlined recommendations and estimated the funding necessary to end chronic homelessness in Delaware within ten years. The DICH continued its efforts to identify needs among specific subpopulations and the resources available for addressing the housing and supportive service needs of all homeless persons in DE.



The Plan identified five major strategies to end chronic homelessness in Delaware:

1. Develop new housing for persons who are chronically homeless or at risk for chronic homelessness
2. Remove barriers to accessing existing affordable housing
3. Improve discharge and transition planning
4. Improve supportive services for persons who are homeless
5. Enhance data collection and use of technology

In 2012, the Delaware Interagency Council on Homelessness has been working on the creation of Delaware's Plan to Prevent and End Homelessness that will focus on all sub-populations of homeless in Delaware. When the Plan to Prevent and End Homelessness is complete, it will be aligned with the Federal Strategic Plan to Prevent and End Homelessness, *Opening Doors*, and include the HEARTH goals and performance outcomes.

During FY2013, the City of Wilmington utilized CDBG and ESG funds to support programs for housing assistance, emergency shelters, transitional housing, rapid re-housing, employment training and foreclosure and mortgage default counseling for low/mod persons with supportive services being offered.

Services were provided by the Ministry of Caring, Salvation Army (emergency shelter and Code Purple, which provides shelter and food to the city's chronic homeless during extreme weather conditions), Neighborhood House, Catholic Charities, Connections CSP, DCRAC, The Central YMCA, Lutheran Community Services, YWCA, and West End Neighborhood House. Most special populations received and are receiving services and assistance through these agencies.

The Ministry of Caring operates as a part of the continuum of care, which includes emergency and transitional shelters for single women, single men, and women with children. They also offer dental care, childcare, job placement, dining room facilities, a distribution center, outreach, medical van, senior housing and are continuing to expand their sphere of services available to City of Wilmington residents. Connections CSP also operates as part of the continuum of care, which includes single-family homes, clustered apartments, scattered-sites apartments and repaid re-housing for single women, single men and women with children. They also run the statewide PATH program, which provides assertive outreach in streets, parks, emergency shelters, emergency rooms, tent cities, and inpatient behavioral health treatment facilities. Walk-in clinics provide physical and behavioral health assessment, initial treatment, and case management with referrals to follow-up services.

### **State Housing Committees**

The City of Wilmington serves on various housing committees throughout the State of DE who all have a mission to support the housing initiatives set forth in the state's legislature. The Governor established a Commission on Community Based Alternatives for Individuals with Disabilities. This working group works diligently to ensure that every person in the State of DE with a disability has the opportunity to live in safe, affordable housing that is accessible and integrated in the community with appropriate services. They have completed a "Universal Design" model to be passed by legislation to ensure that all new construction homes can be built, according to this blueprint and the request of a disabled buyer, to ensure adequate accessibility accommodations have been made.

The City also participates in the Extremely Low Income working group whose primary objective is to compile needs and resources inventory information so that each jurisdiction within the state of DE has a working knowledge of the housing stock available to those persons who are at or below 30% of the Area Median Income.

### **Housing Opportunities for Persons with AIDS (HOPWA)**

The City of Wilmington's goal is to appropriate funds in an equitable manner while maintaining an existing service level. The City's \$639,156.00 HOPWA award is administered by the City of Wilmington's Department of Real Estate and Housing for the Eligible Metropolitan Statistical Areas (MSA) that includes the City of Wilmington, the remainder of New Castle County, and Cecil County, Maryland. Issues identified by HOPWA recipients are: a scarcity of affordable housing; poverty; substance abuse; the need for more program dollars; and dental care, that most programs have long waiting lists and are often not accepting applications, ineligibility for other housing programs due to criminal histories, bad credit, and poor rental histories. (Following are individual narratives outlining the accomplishments of each HOPWA Subrecipient. (See the attached FY2013 HOPWA CAPER for a detailed breakdown of individual Sponsor agency accomplishments and aggregate HOPWA Outcomes for the MSA.)

#### Delaware HIV Consortium:

Delaware HIV Consortium receiving a total of \$487,048 in FY2013 which provided rental assistance for 89 households, consisting of 89 persons living with HIV/AIDS and 52 other persons for a total of 141 persons assisted. This output is less than the FY2013 HOPWA contract goal of 80 households due to the low transition rate off of the TBRA program to other affordable housing programs in the area.

#### Catholic Charities:

HIV Services of Catholic Charities received \$48,500 in HOPWA funds, which they utilized to address special needs of persons living with HIV/AIDS who were not homeless but needed supportive services such as case consultation and coordination of services with case managers, rental, utility or medical co-pay assistance, budget counseling, clothing, personal hygiene and household items, transportation and eyeglasses.

Additionally, Catholic Charities' *HIV Services* is located in zip code 19805 and serves the adjacent communities in zip codes 19801 and 19802. Cumulatively these zip codes constitute approximately 41% of all HIV/AIDS cases in the State. HIV Services provided rental and utility assistance to 26 unduplicated City residents.

#### The Ministry of Caring:

Ministry of Caring received a \$57,400 grant to provide housing and essential support services to homeless men and women suffering from advanced stages of AIDS. During the operating year ending June 30, 2013, the Ministry of Caring used HOPWA funding to support 14 units of housing in a permanent residence with supportive services. A total of 17 individuals were assisted with HOPWA funds during the operating year.

### Cecil County Health Department:

Cecil County Health Department received \$39,000 in HOPWA funding for FY 2013. All program goals were accomplished during FY2013 and were utilized throughout the Cecil County to supply TBRA payments for rental assistance, as well as STRMU payments to prevent homelessness.

Four clients received TBRA payments to maintain care. Four clients received STRMU assistance and remained stably housed with access to care.

### Connections:

Connections CSP, Inc. received \$40,200 in HOPWA funds for the reporting period. Connections currently operate two site-based permanent supportive housing programs for homeless adults with HIV in the City of Wilmington. The programs provided rental subsidies to a total of 6 household with extremely low incomes in which lack alternative means of obtaining affordable housing.

### **Emergency Solutions Grant (ESG)**

The Salvation Army operates a shelter service which provided homeless families and single women with a bed and access to facility services including meals. This activity received \$58,321 and served 291 persons.

Ministry of Caring received \$60,000 ESG funds for emergency shelters and served 204 unduplicated individuals.

Ministry of Caring operated three shelters with ESG funds, Hope House I, Hope House II and House of Joseph I. Hope House I, an emergency shelter for single women in time of crisis, received \$20,000 and served 78 individuals. Hope House II, an emergency shelter for homeless women and children under 19 of age for 30 to 45 days, received \$30,000 and served 58 individuals. House of Joseph I, an emergency shelter and supportive services for homeless, employable men, received \$10,000 and served 68 individuals.

Homeless Planning Council of Delaware received \$18,234 for operational expenses related to Delaware Homeless Management Information System (DE-HMIS), Point-In-Time Study, and policy work with the Delaware Interagency Council on Homelessness.

Connections CSP, Inc. received \$56,866 in Rapid Re-Housing funds to provide individuals and families with case management, housing search and placements, and transportation. This includes rental assistance, utility deposit and assistance, and security deposit assistance. This activity served 21 households.

## FY 2013 HOMELESSNESS PREVENTION, TRANSITIONAL AND FORECLOSURE PREVENTION HOUSING ACCOMPLISHMENTS

**July 1, 2012 to June 30, 2013**

<b>Fund</b>	<b>Homeless Service Provider</b>	<b>Award</b>	<b>Expenditures*</b>	<b>Persons*</b>
CDBG	Catholic Charities	31,778.00	31,778.00	49
CDBG	Catholic Charities - Bayard House	16,679.00	16,679.00	37
CDBG	Challenge Program	40,000.00	40,000.00	52
CDBG	DCRAC	15,000.00	15,000.00	10
CDBG	Lutheran Community Services	35,000.00	35,000.00	173
CDBG	Neighborhood House Inc	19,000.00	19,000.00	84
CDBG	Sojourners' Place, Inc	20,000.00	20,000.00	89
CDBG	The Salvation Army - Code Purple	7,500.00	-	325
CDBG	West End Neighborhood House	25,000.00	25,000.00	22
CDBG	YMCA	30,880.00	30,880.00	34
CDBG	YWCA Delaware	79,120.00	79,120.00	154
ESG	Connections Community Support Program	56,866.00	27,628.63	21
ESG	Ministry of Caring - Hope House I	20,000.00	20,000.00	78
ESG	Ministry of Caring - Hope House II & III	30,000.00	30,000.00	58
ESG	Ministry of Caring - House of Joseph I	10,000.00	10,000.00	68
ESG	The Salvation Army	58,321.00	58,321.00	291
HOPWA	Catholic Charities	48,500.00	32,351.63	29
HOPWA	Cecil County Maryland	39,000.00	39,000.00	9
HOPWA	Connections Community Support Program	40,200.00	40,200.00	6
HOPWA	Delaware HIV Services, Inc.	487,048.00	487,048.00	89
HOPWA	Ministry of Caring	57,400.00	57,400.00	14
	<b>TOTAL</b>	<b>\$ 1,167,292.00</b>	<b>\$ 1,114,406.26</b>	<b>1,692</b>

### ANTI-POVERTY STRATEGY

Poverty is particularly concentrated in certain neighborhoods and census tracts in the City. In the Riverside community of Northeast Wilmington (Census Tract 7) over 60% of residents live below the poverty line. Over 45% of residents of the Eastside (Census Tract 17) live in poverty. There are also high poverty levels of over 40% in parts of the West Side (Census Tract 23) and in Southbridge (Census Tract 19). Poverty levels in West Center City exceed 30%. High poverty neighborhoods in Wilmington have been plagued by drug related activity and gun violence.

In the past, Wilmington's anti-poverty strategy focused on addressing unemployment, job training, and job creation and retention. However, due to limited resources, CDBG funds are no longer used to directly support economic development activities. The Administration of Mayor Dennis P. Williams has reinstated support of services to youth and families in addition to the delivery of homelessness prevention, basic community services and housing improvement.

## MONITORING

The City's comprehensive monitoring system consists of a written monitoring handbook and file and monitoring checklists for each project type administered by City staff, who work administratively with each Federal program. During FY2013, on-site monitoring visits were conducted for 21 Public Service Subrecipients of Federal funding.

Activities administered by various City departments and those contracted to subrecipients are reviewed annually to ensure review procedures and compliance standards are being met. Subrecipients are required to submit performance reports and financial activity reports on a regular basis. The status of City-administered housing activities, funded through federal, state, local and private resources are reviewed on a weekly basis.

The City of Wilmington conducted on-site monitoring visits with each Subrecipient of the City's CDBG, ESG, and HOPWA funds. A minimum of one annual on-site monitoring visit is conducted with additional visits were indicated. Desk audits are performed each month when a draw request is received. During on-site visits, the Program Administrator reviewed Subrecipient grant administration, financial reporting and performance outcomes described in their Scope of Services to ensure overall program compliance. In FY13, there were no significant findings during on-site monitoring visits. However, several suggestions were made regarding uniformity of recordkeeping, and the timely submission of reports.

# FY 2011 HOMELESSNESS PREVENTION, TRANSITIONAL AND FORECLOSURE PREVENTION HOUSING ACCOMPLISHMENTS

**July 1, 2012 to June 30, 2013**

<b>Fund</b>	<b>Homeless Service Provider</b>	<b>Award</b>	<b>Expenditures*</b>	<b>Persons*</b>
CDBG	CATHOLIC CHARITIES	35,257.00	35,257.00	49
CDBG	CATHOLIC CHARITIES - BAYARD HOUSE	27,140.00	27,140.00	40
CDBG	DCRAC: HOUSING COUNSELING/FORECLOSURE PREVENTION	10,044.00	10,044.00	8
CDBG	DELAWARE CENTER FOR JUSTICE	18,400.00	18,400.00	70
CDBG	HOUSING OPPORTUNITY NORTHERN DE: HOUSING COUNSELING/FORECLOSURE PREVENTION	10,000.00	10,000.00	6
CDBG	INTERFAITH COMMUNITY HOUSING INC.: HOUSING COUNSELING/FORECLOSURE PREVENTION	13,020.00	13,020.00	
CDBG	LUTHERANS C. S.	40,317.00	40,317.00	180
CDBG	NEIGHBORHOOD HOUSE, INC.: HOUSING COUNSELING/FORECLOSURE PREVENTION	19,504.00	19,054.39	93
CDBG	WEST END NEIGHBORHOOD HOUSE - LIFE LINES	30,411.00	30,411.00	26
CDBG	YMCA, DE INC.	36,800.00	36,800.00	36
CDBG	YWCA - HOME LIFE MANAGEMENT	79,120.00	79,119.99	164
HOPWA	CATHOLIC CHARITIES	48,500.00	25,568.34	24
HOPWA	CECIL COUNTY EHAS - STRMU & TBRA	40,000.00	38,978.49	21
HOPWA	CONNECTIONS	40,200.00	36,981.78	7
HOPWA	DELAWARE HIV	480,243.00	480,243.00	111
HOPWA	MOC - HOUSE OF JOSEPH II	57,400.00	57,400.00	14
ESG	CATHOLIC CHARITIES	29,743.00	29,689.63	36
ESG	MOC - HOPE HOUSE I	22,457.00	22,457.00	83
ESG	MOC - HOPE HOUSE II & III	32,290.00	32,290.00	56
ESG	MOC - HOUSE OF JOSEPH I	12,800.00	12,800.00	55
HPRP	Two (2) Remaining HPRP SUBRECIPIENTS	977,851.00**	21,029.59	853
	<b>TOTAL</b>	<b>\$2,061,497.00</b>	<b>\$1,077,001.21</b>	<b>1,932</b>

\*\*This figure represents the City's original FY2010 multi-year grant awarded to HPRP Subrecipients and does not reflect a new FY2012 award. In addition, it excludes the administrative allocation of \$29,242. The total grant was \$1,008,057.

## ANTI-POVERTY STRATEGY

Poverty is particularly concentrated in certain neighborhoods and census tracts in the City. In the Riverside community of Northeast Wilmington (Census Tract 7) over 60% of residents live below the poverty line. Over 45% of residents of the Eastside (Census Tract 17) live in poverty. There are also high poverty levels of over 40% in parts of the West Side (Census Tract 23) and in Southbridge (Census Tract 19). Poverty levels in West Center City exceed 30%. High poverty neighborhoods in Wilmington have been plagued by drug related activity and gun violence.

In the past, Wilmington's anti-poverty strategy has focused on addressing unemployment, job training, and job creation and retention. Because of limited resources, CDBG funds are no longer used to directly support economic development activities, and the City's emphasis is now to focus on the delivery of homelessness prevention, basic community services and housing improvement. The City proposed non-CDBG funded approaches to address the neighborhood impacts of poverty as part of its Five-Year Consolidated Plan.

## **PUBLIC HOUSING**

### **WILMINGTON HOUSING AUTHORITY (WHA) 2013 Activity and Accomplishment Summary**

Year End Update: Where WHA had an extremely good year in FY 2012, the recently enacted HUD Sequester cuts severely impacted all WHA programs and limited resources for the coming year. Immediate action will be required to further reduce costs and provide levels of service established in 2012.

#### **HUD Public Housing Assessment (PHAS) Scores**

Year End Update: 2012 PHAS scores have not been released. However, an interim review in December by HUD of the WHA Financial Score indicated an increase to 18.67 points which translates to a 74% score and removal of the “sub standard” designation. WHA expects a score of at least 19.5 points at 3/31 year end.

#### **Property Management**

Year End Update: Completion of Lincoln Towers and lease up was delayed until May occupancy was granted and residents are moving in. HUD issued its “Final Rule” for the new RAD program (Rental Assistance Demonstration) and several WHA sites may be considered for conversion to project-based assistance under RAD. A proposal to dispose of 65 scattered sites units in West Center City was not approved for tax credits by DSHA leaving 37 long-term vacant units, 22 occupied units and 6 vacant lots in WHA’s inventory.

#### **Finances**

Year End Update: Operating reserves were increased to \$2.7 million during the year by lay-offs, spending reductions and the sale of scattered site properties. Sequester cuts will reduce funds by nearly \$3.4 million across all programs; therefore an additional \$700,000 in cost-cutting measures will need to be implemented during the fiscal year in order to break even by year end.

WHA 2012 capital funds were not released to the agency prior to 6/30/13 therefore no capital contracts have been bid or awarded.

#### **Maintenance**

Year End Update: WHA maintained a work order completion rate of 99% for the year and continued a 100% abatement of emergency work orders within 24 hours. Warehouse II was vacated at December 2012, and all warehouse needs consolidated at the 4<sup>th</sup> Street location. The new Kennedy facility also created additional warehouse space.

## **Capital Improvements**

Year End Update: Southbridge, 53 units remain to be renovated because capital funds were reduced. Rehab of these units is included in the Phase II EPC contract currently at HUD for approval; however Sequester caps may prevent project from going forward.

***Southbridge Extension:*** Year End Update: No changes to date.

***Scattered Sites:*** Year End Update: All 12 scattered sites units were completed and are occupied. All residents moved into these units have been pre-qualified for Section 32 Homeownership program. Four (4) properties have been sold under Section 32 Program.

***Riverside:*** Year End Update: WHA was sued by the Roizman Group in response to the termination of the Development Agreement for the Riverside project. A settlement agreement was finalized and approved by HUD. WHA expects to proceed with the demolition of the 88 vacant units approved by HUD if Capital Funds are released for FY2013 at the levels authorized.

## **Tax Credit Properties**

Year End Update: All tax credit sites are operating within budget and in compliance with IRS requirements. DSHA has indicated that although reserved in 1998, Parkview credits were not used until 2000 and therefore do not expire until October 2014. WHA intends to apply for new credits in the 2014 tax credit round. One of the physicians renting space at the Parkview left the facility as of 12/31/2012.

## **HOPE VI - Eastlake**

Year End Update: Due to reductions in subsidy, WHA is no longer able to meet the \$19,000 per month subsidy contribution requirement established by the contract with Leon Weiner and Associates in 2003. WHA currently receives less than \$13,000 per month and that amount will be reduced further due to Sequester. A complete review of the entire Hope VI agreement is presently underway by outside counsel. Village of Eastlake may be considered for RAD conversion.

## **Housing Choice Voucher Program (Section 8)**

WHA continued to manage the VASH program of 75 vouchers available for homeless veterans with 15 new vouchers authorized in 2012. All 60 of the previously vouchers allocated have been issued and are under contract.

Year End Update: The voucher program was most severely impacted by Sequester cuts on both the voucher and administrative fee side. \$1,000,000 in voucher funding was lost forcing WHA to “recall” 65 vouchers that had been issued to families. Also, administrative fees were capped at 69% of allocation, which will impact staffing levels for the balance of the budget year (September 30<sup>th</sup>). WHA submitted a request to HUD for a “Short Fall” allocation of voucher funding to prevent terminations of active participants. Also, a \$100,000 contract for inspections with an outside company was cancelled and the inspection process assumed by WHA staff.



An additional allocation of 25 VASH vouchers was approved bringing the total program to 100 vouchers.

## **Security**

Year End Update: Pilot security “Command Center” was established at Kennedy, Crestview and Evans and entrance monitors were also installed at Compton and Herlihy. A new security contract was awarded to International Security for 2013 – 2016. However, hours of operation will be reduced. Sequester cuts reduced the amount of funds available for security. More than \$450,000 was spent on guard services in each of the last 3 years. This year’s budget was reduced to \$250,000.

## **Resident Services**

Year End Update: As of June 2013, four (4) families have successfully purchased homes under the Section 32 program. WHA expects to open its “One Stop Shop” for resident services in the ground floor of the Crestview site in 2013, however Sequester budget cuts may postpone this effort.

## **Guns in Public Housing**

Year End Update: US 3<sup>rd</sup> Circuit Court of Appeals granted the NRA’s motion to refer the Firearms Policy matter to the Delaware State Supreme Court. The law firm Young Conaway will handle the appeal. No other action is required by WHA at this time.

## **WHA Board of Commissioners**

Year End Update: As of April 1, five (5) new appointments have been made to the WHA Board and three (3) seats had been vacated due to replacement or resignation. Herman Holloway Jr., appointed by the County Executive, was elected Board Chair. None of the previous commissioners elected to remain on the board and Commissioner Pam Price, appointed by the Mayor in April 2013, resigned in May 2013. Vacancies remain in two Mayoral and one Gubernatorial appointments.

## FAIR HOUSING

The City of Wilmington's Department of Real Estate and Housing has taken the lead in addressing the impediments in the 2011 Fair Housing Action Plan. Additionally, the City has continued its participation on the fair housing task force comprised of members from each jurisdiction charged with addressing regional impediments to Fair Housing Choice identified in the statewide AI.

While updated Federal Fair Housing regulations still were not available during the City's Fiscal Year 2013, as anticipated, the City of Wilmington reaffirmed its commitment to affirmatively furthering fair housing choice for all its citizens. During FY2013, the City of Wilmington undertook or accomplished the following:

- Preliminary work began on a required LEP four-factor analysis of need. It was determined that the percent of Hispanic City residents warranted a review of documents both paper and electronic, that must be made available in Spanish as well as English. The Acting Director of Real Estate and Housing impressed upon the incoming Administration the need to not only focus on housing-related documents and services, but other aspects of City government. While many key documents are currently available in both English and Spanish in the Department of Real Estate and Housing, the City is undergoing a review to ensure all key documents are translated into Spanish, including the ability to translate the City's website into Spanish with the click of a button. While the City of Wilmington has a number number of bilingual staff available to provide translation services to Spanish-speaking persons, fair housing training will be made available to those who might be called upon to provide such services. During FY2013, the City hired a Community Referral Specialist/Hispanic Liaison to work on issues and concerns of the City's Hispanic community.
- The City continued to enforce its Section 3 Policy as a key factor in the Regulatory Review Process for all construction-related projects triggering the Section 3 threshold. A Real Estate and Housing staff member was assigned to oversee Section 3 compliance. During the previous administration, the Department of Real Estate and Housing began discussions with the only state-certified apprenticeship program to explore collaborating in the development of an apprenticeship program for the City's low-income residents. Talks with the current Administration are scheduled to resume during FY2014. Annual Section 3 reports are being submitted to HUD, latest of which is included with this CAPER.
- In an effort to affirmatively further fair housing on a regional level, during FY2013 the City of Wilmington provided \$5,000 in support of the statewide Delaware Housing Search.org website that provides real-time search and availability of affordable and accessible housing. The website is free to persons or organizations listing affordable housing as well as to those in search of housing. The service provides searches based on parameters users are able to enter to tailor searches to their specific needs. The City of Wilmington plans to continue its support of this service during FY2014.

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- In FY2013, the City of Wilmington awarded CDBG funding to two non-profit home buyer education, housing counseling and foreclosure prevention agencies. We also provided funding support to HOND's Annual Fair Housing Luncheon and Law Forum
- The City initiated talks with FHEO officials at the end of FY2013 to schedule two to three-hour Fair Housing 101 Seminar for all City Elected Officials, Department Heads and key City staff involved with planning, land use, zoning and boards and commissions. While the City had hoped to complete the training before the end of FY2013, FHEO staff schedules were in conflict. We are waiting to hear back from HUD regarding the seminar being held in October 2013.
- In 2013 the City of Wilmington, under the new Administration, implemented an Integrated Planning Process Team, involving the Directors of Real Estate and Housing, Planning and Urban Development, Licenses and Inspections, Economic Development, Finance and Neighborhood Development to strategically plan and review affordable housing development projects from an integrated rather than traditional "silo" approach. The "team" meets weekly to review development proposals and plan for the reduction of rentals in impacted and highly impacted areas, while supporting the creation of affordable homeownership opportunities and rentals in less concentrated areas. The City of Wilmington recognizes its limitations of having 19 of 29 census tracts either impacted or highly impacted with minority concentration. The City also recognizes it has limited areas of opportunity within its boundaries. The City is exploring redevelopment of the former four-acre, Diamond Salvage Company Brownsfields site and commissioned a study by KSK Architects, Planners and Historian, which began in FY2013.

## **RACIAL/ETHNIC BREAKDOWN OF CLIENTS SERVED**

The City of Wilmington has entered all racial/ethnic data into IDIS as required.

## **LEAD PAINT**

The City of Wilmington is committed to the reduction of lead hazards in the City's aging housing stock. In accordance with the requirements of 24 CFR Part 35, clients are given a copy of the EPA's pamphlet, *"Protect Your Family from Lead in Your Home"* as a standard part of the interview process. Trained Specialists conduct visual lead inspections; and if lead hazards are indicated, occupants are informed and a surface-to-surface test is performed using an *XRF Lead Tester*. An assessment is made to determine if rehabilitation to be performed will disturb painted surfaces. If so, and a completed *Lead Safe Housing Requirements Screening Worksheet* has not exempted the project from the requirements of 24 CFR Part 35, repair costs are handled as follows: For projects under \$5,000, a risk assessment is conducted, paint testing and repair is conducted using Lead Safe Work Practices. For repairs costing between \$5,000 and \$15,000, lead hazards are identified and controlled by conducting a risk assessment and requirement that the rehabilitation contractor perform interim controls and provide the City with a lead clearance. Repairs exceeding \$15,000 are identified and controlled by risk assessment. Contractors are required to abate all identified lead-based paint hazards and provide a lead clearance.

The City of Wilmington has four (4) staff members who are State-Certified for Lead Inspector and Risk Assessor. In addition, there is a staff member certified as Lead Paint Supervisor/Lead Project Designer. Where indicated, the issue of lead paint contamination during the course of initial visual inspections conducted by City of Wilmington or Latin American Community Center (LACC) staff will be addressed.

In November 2011 the City of Wilmington received a HUD Lead Hazard Reduction Demonstration Grant in the amount of \$2,589,695 that will be expended through 2014 through the collaborative efforts of its partners, which include the State Department of Public Health, Latin American Community Center (LACC), Neighborhood Planning Councils, Beautiful Gate Community Outreach, Harvard Environmental, Inc., Central Delaware Training Academy and other organizations. The mission of the De-Lead Wilmington Program is to reduce lead hazards in the 19801, 19802, 19805, and 19806 zip codes. Programmatic start-up delays during FY2013 resulted in no units receiving clearance or being completed. However, a total of 24 risk assessments were performed and those units are slated for completion during FY2013. The program's FY2013 goal is 165 risk assessments and 121 unit completions with clearances.

## **ELIMINATING BARRIERS TO AFFORDABLE HOUSING**

The City's building code has flexible provisions for rehabilitation of existing structures. The City was an early adopter of the "New Jersey Rehab code" in 1999. There is sufficient zoning for multi-family housing and the amount of this area exceeds demand. The City has a tax rebate program and fee waiver program for new construction and rehab of affordable residential properties to encourage redevelopment in target areas.

The City believes there are no significant legislative barriers to the construction of affordable housing in the City of Wilmington; however, two important barriers to the development of affordable housing deserving mention continue to be the lack of funding and the lack of available land in non-impacted areas.

The current City general fund budget does not allow for significantly expanded funding for housing. However, the City continued to utilize the Housing Strategic Fund established in 2008, which has allowed the City to promote and develop a broad range of housing projects, including several during FY2013. The City continues to seek grants to supplement the Federal funding under the Consolidated Plan.

To address the lack of available land the City is actively involved in planning for the reuse of environmentally contaminated land or Brownfields with the potential for remediation redevelopment as housing. However, no Brownfield acquisitions were made during FY2013.

## **OVERCOMING GAPS IN THE INSTITUTIONAL STRUCTURE**

The City's Integrated Planning Process Team has taken the lead role in coordinating the planning and implementation of affordable housing program to benefit city residents. While the City leads the strategy development, many private and public, for-profit and not-for-profit organizations, as well as citizens of Wilmington, are actively involved in the development of the strategy.

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The City of Wilmington continued its partnership with the Wilmington Housing Partnership (WHP), giving the City the ability to leverage additional non-governmental funds for affordable housing development, neighborhood revitalization strategies while increasing the City's capacity to produce large-scale housing in a timely manner. WHP continued its work with the RISE program, as well as its work with non-profit partners to help increase their capacity to carry out housing projects. WHP also launched an aggressive redevelopment effort on Wilmington's Eastside, as part of the Eastside Rising Phase I, which plans to redevelop five homes in the next two years, as part of a larger redevelopment effort involving other non-profit stakeholders in the area.

A Memorandum of Agreement with the Wilmington Housing Authority to conduct mutually beneficial joint acquisitions, development and planning activities, remained in effect during FY13.

The City continued its work with existing CHDOs and other housing development agencies including Interfaith Housing Development, Cornerstone West, Habitat for Humanity, Ministry of Caring, Greater Brandywine Village Revitalization and Neighborhood House. An additional CHDO applicant, From The Ground Up CDC was certified a CHDO in FY2013.

## **MONITORING**

The City's comprehensive monitoring system consists of a written monitoring handbook and file and monitoring checklists for each project type administered by City staff, who work administratively with each Federal program. During FY2011, on-site monitoring visits were conducted for 22 Public Service Subrecipients of Federal funding.

Activities administered by various City departments and those contracted to subrecipients are reviewed annually to ensure review procedures and compliance standards are being met. Subrecipients are required to submit performance reports and financial activity reports on a regular basis. The status of City-administered housing activities, funded through federal, state, local and private resources are reviewed on a weekly basis.

The City of Wilmington conducted on-site monitoring visits with each Subrecipient of the City's CDBG, ESG, and HOPWA funds. A minimum of one annual on-site monitoring visit is conducted with additional visits were indicated. Desk audits are performed each month when a draw request is received. During on-site visits, the Program Administrator reviewed Subrecipient grant administration, financial reporting and performance outcomes described in their Scope of Services to ensure overall program compliance. In FY12, there were no significant findings during on-site monitoring visits. However, several suggestions were made regarding uniformity of recordkeeping, and the timely submission of reports.

During FY2013, 47 HOME rental units were monitored by the Department of Real Estate and Housing. The HOME Program Administrator conducted Annual income/rent determinations, while a trained Rehabilitation Specialist inspected all units for compliance with City Housing Code Standards. There were no outstanding findings regarding City of Wilmington Housing Code compliance or Income/Rent determinations for the monitored projects.

The City of Wilmington developed a Home Monitoring Log Tickler System to establish frequency of on-site HQS inspections of HOME rental units and annual tenant income certification reviews. All completed units must meet City of Wilmington Housing Code Inspection standards and obtain a C of O from the Department of Licenses and Inspections. As part of ongoing, long-term HOME compliance, all units are monitored annually for tenant income determination eligibility, HOME rents. City of Wilmington Housing Code Standards inspections are conducted every one to three years, according to the number of units in the project.

Additionally, the City of Wilmington has reviewed the recent HOME regulation changes and is incorporating the necessary language into our contracts and other documents as deemed appropriate to be in compliance.

### **AFFIRMATIVE MARKETING (HOME PROGRAM)**

The City of Wilmington operates its HOME Investment Partnership Program using the following policies and procedures:

1. The City of Wilmington requires every applicant to sign an agreement containing the following language: This is to certify that to the extent there are vacant units and properties being rehabilitated through the HOME Program, those units will be marketed in an affirmative manner to attract tenants, regardless of sex, of all minority and majority groups.
2. The City, in marketing the program, informs all potential participants in the application packet that they must conform to affirmative marketing requirements, if they are selected to participate in the program.
3. Owners are referred to the Wilmington Housing Authority to solicit names of eligible tenants from their waiting list. In addition, as a next step, they should contact New Castle County for names of persons seeking rental housing.
4. The City will evaluate each owner or developer's performance immediately following occupancy of the unit. Owners and developers found noncompliant with HOME Affirmative Marketing requirements face the penalties, including repayment of loans before the sale of unit(s), higher interest charges, change status of a grant to a loan, disqualification from future Federal funding and possible loss of the property, if after notification by the City of Wilmington, efforts to correct identified areas of noncompliance are unsuccessful.”

The City of Wilmington took all steps to provide outreach to minorities and other underserved populations through affirmative marketing efforts.

### **HOME MINORITY BUSINESS**

The City of Wilmington, through its Equal Opportunity/Contract Compliance Office, is dedicated to assisting disadvantaged business enterprises (DBEs) become actively involved in the City's procurement process. The City's Equal Opportunity Contract Review Board sets annual goals for contracting with DBEs for percentages of the total dollar amount of each contract category during each fiscal year for all construction contracts, goods and services and professional service

contracts. The City makes efforts to attract minority and women-owned businesses by advertising the HOME program in the City's local newspaper, in minority-run newspapers and on local leased access cable TV. "Word of mouth" and general phone inquiries also play an important role. In seeking to expand opportunities for disadvantaged businesses, the City, through its Equal Opportunity/Contract Compliance Office:

- Administers the City's certification process for disadvantaged businesses, and publishes a disadvantaged vendor directory to be utilized for bid notification.
- Monitors procurement activities and enforces the City's DBE goal requirements.
- Provides technical assistance to disadvantaged business on business related issues.
- Chairs the Delaware Minority Business Trade Fair.
- Chairs the Delaware Minority Enterprise Development Week Awards Banquet.
- Sponsors small business training courses to assist entrepreneurs in developing sound business plans
- Hosts an annual Business Plan Competition, affording small and minority businesses opportunities to earn seed money
- Partners with local financing agencies to assist disadvantaged businesses in securing loans
- Facilitates a Contractor Assistance Program, with construction management training for disadvantaged businesses

The City of Wilmington discontinued use of HOME funds for homeowner-occupied rehabilitations—concentrating on larger, Multi-Unit Tax Credit projects. Therefore, while in the past, the program allowed for many smaller and minority contractors to benefit from our HOME Program minority outreach efforts, the larger Tax Credit projects have less minority prime contractors. However, the City's DBE program oversees DBE participation and has established minimum thresholds for utilization of minority and women-owned businesses and contractors. Located in the Office of Economic Development, the DBE office reviews all HOME construction contracts awarded through the City's Procurement Division.

During FY2013 HOME funds totaling \$132,720 was expended as follows: \$100,000 for Lincoln Towers final payment at 90% completion and \$32,720 for a CHDO project (103 W. 29 St.) which will result in an additional affordable homeownership unit.

### **HOME Match**

The City of Wilmington's HOME match liability was reduced from 25% to 12.5%. The City expended \$132,720 in FY2013, accruing a match liability of \$16,590. There was no Match contribution during FY2013. There was \$862,803 in HOME match available at the start of FY2012. The HOME Match Form is attached showing the following:

FY2013 HOME Match Available: \$862,803  
FY2013 HOME Match Liability: \$16,590  
FY2013 HOME Match Accrued: \$0  
FY2014 HOME Match Available: \$846,213

### **Tenant Assistance and Relocation (HOME Program)**

No tenant/relocation assistance was provided during this reporting period with HOME funds.



### **Tenant Assistance and Relocation (HOME Program)**

No tenant/relocation assistance was provided during this reporting period with HOME funds.

### **Shortfall Funds (HOME Program)**

There were no shortfalls of HOME funds during this period.

### **Citizen Participation**

The public was invited to review and comment on the City's FY2013 Consolidated Annual Performance and Evaluation Report (CAPER), via a Public Notice of availability of the FY2013 CAPER published in the News Journal on Sept. 11, 2013 for a 15-day public comment period, which ended September 25, 2013. A draft copy of the CAPER was available on the City's website at [www.WilmingtonDE.gov/government/caper](http://www.WilmingtonDE.gov/government/caper).

### **Comments**

No comments were received during the 15-day public comment period.



**PUBLIC NOTICE  
CITY OF WILMINGTON  
FY 2011 CONSOLIDATED ANNUAL PERFORMANCE  
AND EVALUATION REPORT (CAPER)  
JULY 1, 2012 TO JUNE 30, 2012**

The City of Wilmington announces the availability of its draft Consolidated Annual Performance and Evaluation Report (CAPER) for FY2013, covering the Community Development Block Grant (CDBG), HOME, Emergency Solutions Grant (ESG) and Housing Opportunity for People with Aids (HOPWA) Program Grants. This report of funding resources during the period from July 1, 2012 to June 30, 2013, and is available for public comment from September 6, 2013 to September 20, 2013. Interested parties may receive a copy of this report by contacting the City of Wilmington, Dept. of Real Estate and Housing, at (302) 576-3000 or view it at: [www.WilmingtonDE.gov/government/caper](http://www.WilmingtonDE.gov/government/caper). Written comments should be addressed to Nailah Gilliam, Acting Director, Department of Real Estate and Housing, 800 French Street, Wilmington DE 19801 or emailed to: [rehcomments@WilmingtonDE.gov](mailto:rehcomments@WilmingtonDE.gov) and must be received no later than 4 p.m. Friday, September 20, 2013. Comments will be included in the document submitted to the U.S. Department of Housing and Urban Development.

# **The News Journal Affidavit of Publication**

CDBG Financial Summary Report  
(To be inserted here)

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HOME PROGRAM AND FINANCIAL SUMMARY REPORT  
(To be inserted here)

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HOME MATCH REPORT  
(To be inserted here)

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HOME MBE REPORT  
(To be inserted here)

DRAFT



HOME MBE REPORT  
(To be inserted here)

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**CR-60 - ESG 91.520(g) (ESG Recipients only)**

**ESG Supplement to the CAPER in *e-snaps*  
For Paperwork Reduction Act**

**1. Recipient Information—All Recipients Complete**

**Basic Grant Information**

<b>Recipient Name</b>	WILMINGTON
<b>Organizational DUNS Number</b>	067393900
<b>EIN/TIN Number</b>	510176414
<b>Identify the Field Office</b>	PHILADELPHIA
<b>Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance</b>	Delaware Statewide CoC

**ESG Contact Name**

<b>Prefix</b>	Mr
<b>First Name</b>	Vaughn
<b>Middle Name</b>	Alexander
<b>Last Name</b>	Watson
<b>Suffix</b>	Jr.
<b>Title</b>	Program Administrator

**ESG Contact Address**

<b>Street Address 1</b>	800 French Street
<b>Street Address 2</b>	7 <sup>th</sup> Floor
<b>City</b>	Wilmington
<b>State</b>	Delaware
<b>ZIP Code</b>	19801
<b>Phone Number</b>	(302) 576-3018
<b>Extension</b>	
<b>Fax Number</b>	(302) 573-5588
<b>Email Address</b>	vwatson@wilmingtonde.gov

**ESG Secondary Contact**

<b>Prefix</b>	
<b>First Name</b>	
<b>Last Name</b>	
<b>Suffix</b>	
<b>Title</b>	
<b>Phone Number</b>	
<b>Extension</b>	
<b>Email Address</b>	

**2. Reporting Period—All Recipients Complete**

<b>Program Year Start Date</b>	07/01/2012
<b>Program Year End Date</b>	06/30/2013

**3a. Subrecipient Form – Complete one form for each subrecipient**

**Subrecipient or Contractor Name:** Connections CSP, Inc.

**City:** Wilmington

**State:** DE

**Zip Code:** 19801,

**DUNS Number:** 788425643

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** 56866

**Subrecipient or Contractor Name:** Ministry of Caring - Hope House I

**City:** Wilmington

**State:** DE

**Zip Code:** 19801,

**DUNS Number:** 094346681

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$20,000

**Subrecipient or Contractor Name:** Ministry of Caring - Hope House II & III

**City:** Wilmington

**State:** DE

**Zip Code:** 19801,

**DUNS Number:** 094346681

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$30,000

**Subrecipient or Contractor Name:** Ministry of Caring - House of Joseph I

**City:** Wilmington

**State:** DE

**Zip Code:** 19801,

**DUNS Number:** 094346681

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$10,000

**Subrecipient or Contractor Name:** Salvation Army

**City:** Wilmington

**State:** DE

**Zip Code:** 19801,

**DUNS Number:** 062517941

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$58,321

**Subrecipient or Contractor Name:** Homeless Planning Council of Delaware

**City:** Wilmington

**State:** DE

**Zip Code:** 19801,

**DUNS Number:** 137232653

**Is subrecipient a VAWA-DV provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$18,234

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## CR-65 - Persons Assisted

### 4. Persons Served

#### 4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused	0
Missing Information	0
<b>Total</b>	<b>0</b>

Table 1 – Household Information for Homeless Prevention Activities

#### 4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	46
Children	0
Don't Know/Refused	0
Missing Information	0
<b>Total</b>	<b>46</b>

Table 2 – Household Information for Rapid Re-Housing Activities

#### 4c. Complete for Shelter

Number of Persons in Households	Total
Adults	497
Children	0
Don't Know/Refused	0
Missing Information	0
<b>Total</b>	<b>497</b>

Table 3 – Shelter Information

#### 4d. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	543
Children	0
Don't Know/Refused	0
Missing Information	0
<b>Total</b>	<b>543</b>

Table 4 – Household Information for Persons Served with ESG

### 5. Gender—Complete for All Activities

	Total
Male	68

Female	136
Transgendered	0
Unknown	339
<b>Total</b>	<b>543</b>

Table 5 – Gender Information

#### 6. Age—Complete for All Activities

	<b>Total</b>
Under 18	0
18-24	10
Over 24	533
Don't Know/Refused	0
Missing Information	0
<b>Total</b>	<b>543</b>

Table 6 – Age Information

#### 7. Special Populations Served—Complete for All Activities Number of Persons in Households

<b>Subpopulation</b>	<b>Total Persons Served – Preventio n</b>	<b>Total Persons Served – RRH</b>	<b>Total Persons Served in Emergency Shelters</b>	<b>Total</b>
Veterans	0	0	0	0
Victims of Domestic Violence	0	0	0	0
Elderly	4	0	0	4
HIV/AIDS	0	0	0	0
Chronically Homeless	0	0	0	0
<b>Persons with Disabilities:</b>				
Severely Mentally Ill	0	0	0	0
Chronic Substance Abuse	0	0	0	0
Other Disability	0	0	0	0
Total (Unduplicated if possible)	0	0	0	0

Table 7 – Special Population Served

**CR-70 – Assistance Provided****8. Shelter Utilization**

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	22,055
Total Number of bed-nights provided	21,607
Capacity Utilization	97.97%

Table 8 – Shelter Capacity

**CR-75 – Expenditures****11. Expenditures****11a. ESG Expenditures for Homelessness Prevention**

	<b>Dollar Amount of Expenditures in Program Year</b>		
	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	29,690	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Homelessness Prevention</b>	<b>0</b>	<b>29,690</b>	<b>0</b>

Table 9 – ESG Expenditures for Homelessness Prevention

**11b. ESG Expenditures for Rapid Re-Housing**

	<b>Dollar Amount of Expenditures in Program Year</b>		
	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	27,629	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Rapid Re-Housing</b>	<b>0</b>	<b>27,629</b>	<b>0</b>

Table 10 – ESG Expenditures for Rapid Re-Housing

**11c. ESG Expenditures for Emergency Shelter**

	<b>Dollar Amount of Expenditures in Program Year</b>		
	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
Essential Services	0	0	0
Operations	104,687	71,712	114,157
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
<b>Subtotal</b>	<b>104,687</b>	<b>71,712</b>	<b>114,157</b>

Table 11 – ESG Expenditures for Emergency Shelter



**11d. Other Grant Expenditures**

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
HMIS	0	2,062	16,103
Administration	0	0	0
Street Outreach	0	0	0

Table 12 - Other Grant Expenditures

**11e. Total ESG Grant Funds**

Total ESG Funds Expended	FY 2009	FY 2010	FY 2011
366,040	104,687	131,093	130,260

Table 13 - Total ESG Funds Expended

**11f. Match Source**

	FY 2009	FY 2010	FY 2011
Other Non-ESG HUD Funds	0	54,680	0
Other Federal Funds	0	29,230	120,232
State Government	181,900	198,138	538,086
Local Government	0	0	40,953
Private Funds	0	133,368	164,063
Other	193,026	737,907	294,219
Fees	0	0	16,500
Program Income	0	0	0
<b>Total Match Amount</b>	<b>374,926</b>	<b>1,153,323</b>	<b>1,174,053</b>

Table 14 - Other Funds Expended on Eligible ESG Activities

**11g. Total**

Total Amount of Funds Expended on ESG Activities	FY 2009	FY 2010	FY 2011
3,068,342	479,613	1,284,416	1,304,313

Table 15 - Total Amount of Funds Expended on ESG Activities



# **Housing Opportunities for Persons with AIDS (HOPWA) Program**

## **Consolidated Annual Performance and Evaluation Report (CAPER) Measuring Performance Outcomes**

**OMB Number 2506-0133 (Expiration Date: 10/31/2014)**

The CAPER report for HOPWA formula grantees provides annual information on program accomplishments that supports program evaluation and the ability to measure program beneficiary outcomes as related to: maintain housing stability; prevent homelessness; and improve access to care and support. This information is also covered under the Consolidated Plan Management Process (CPMP) report and includes Narrative Responses and Performance Charts required under the Consolidated Planning regulations. The public reporting burden for the collection of information is estimated to average 42 hours per manual response, or less if an automated data collection and retrieval system is in use, along with 60 hours for record keeping, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Grantees are required to report on the activities undertaken only, thus there may be components of these reporting requirements that may not be applicable. This agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless that collection displays a valid OMB control number.

Overview. The Consolidated Annual Performance and Evaluation Report (CAPER) provides annual performance reporting on client outputs and outcomes that enables an assessment of grantee performance in achieving the housing stability outcome measure. The CAPER, in conjunction with the Integrated Disbursement Information System (IDIS), fulfills statutory and regulatory program reporting requirements and provides the grantee and HUD with the necessary information to assess the overall program performance and accomplishments against planned goals and objectives.

HOPWA formula grantees are required to submit a CAPER, and complete annual performance information for all activities undertaken during each program year in the IDIS, demonstrating coordination with other Consolidated Plan resources. HUD uses the CAPER and IDIS data to obtain essential information on grant activities, project sponsors, Subrecipient organizations, housing sites, units and households, and beneficiaries (which includes racial and ethnic data on program participants). The Consolidated Plan Management Process tool (CPMP) provides an optional tool to integrate the reporting of HOPWA specific activities with other planning and reporting on Consolidated Plan activities.

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  - b. Annual Performance under the Action Plan
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  - d. Assessment of Unmet Housing Needs

### **PART 2: Sources of Leveraging and Program Income**

1. Sources of Leveraging
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### **PART 5: Worksheet - Determining Housing Stability Outcomes**

### **PART 6: Annual Certification of Continued Use for HOPWA Facility-Based Stewardship Units (Only)**

### **PART 7: Summary Overview of Grant Activities**

- A. Information on Individuals, Beneficiaries and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, PHP, Facility Based Units, Master Leased Units ONLY)
- B. Facility-Based Housing Assistance

**Continued Use Periods.** Grantees that received HOPWA funding for new construction, acquisition, or substantial rehabilitations are required to operate their facilities for HOPWA-eligible beneficiaries for a ten (10) years period. If no further HOPWA funds are used to support the facility, in place of completing Section 7B of the CAPER, the grantee must submit an Annual Certification of Continued Project Operation throughout the required use periods. This certification is included in Part 6 in CAPER. The required use period is three (3) years if the rehabilitation is non-substantial.

In connection with the development of the Department's standards for Homeless Management Information Systems (HMIS), universal data elements are being collected for clients of HOPWA-funded homeless assistance projects. These project sponsor/subrecipient records would include: Name, Social Security Number, Date of Birth, Ethnicity and Race, Gender, Veteran Status, Disabling Conditions, Residence Prior to Program Entry, Zip Code of Last Permanent Address, Housing Status, Program Entry Date, Program Exit Date, Personal Identification Number, and Household Identification Number. These are intended to match the elements under HMIS. The HOPWA program-level data elements include: Income and Sources, Non-Cash Benefits, HIV/AIDS Status, Services Provided, and Housing Status or Destination at the end of the operating year. Other suggested but optional elements are: Physical Disability, Developmental Disability, Chronic Health Condition, Mental Health, Substance Abuse,

Domestic Violence, Date of Contact, Date of Engagement, Financial Assistance, Housing Relocation & Stabilization Services, Employment, Education, General Health Status, , Pregnancy Status, Reasons for Leaving, Veteran's Information, and Children's Education. Other HOPWA projects sponsors may also benefit from collecting these data elements.

**Final Assembly of Report.** After the entire report is assembled, please number each page sequentially.

**Filing Requirements.** Within 90 days of the completion of each program year, grantees must submit their completed CAPER to the CPD Director in the grantee's State or Local HUD Field Office, and to the HOPWA Program Office: at [HOPWA@hud.gov](mailto:HOPWA@hud.gov). Electronic submission to HOPWA Program office is preferred; however, if electronic submission is not possible, hard copies can be mailed to: Office of HIV/AIDS Housing, Room 7212, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, D.C.

**Record Keeping.** Names and other individual information must be kept confidential, as required by 24 CFR 574.440. However, HUD reserves the right to review the information used to complete this report for grants management oversight purposes, except for recording any names and other identifying information. **In the case that HUD must review client level data, no client names or identifying information will be retained or recorded. Information is reported in aggregate to HUD without personal identification. Do not submit client or personal information in data systems to HUD.**

### **Definitions**

**Adjustment for Duplication:** Enables the calculation of unduplicated output totals by accounting for the total number of households or units that received more than one type of HOPWA assistance in a given service category such as HOPWA Subsidy Assistance or Supportive Services. For example, if a client household received both TBRA and STRMU during the operating year, report that household in the category of HOPWA Housing Subsidy Assistance in Part 3, Chart 1, Column [1b] in the following manner:

HOPWA Housing Subsidy Assistance		[1] Outputs: Number of Households
1.	Tenant-Based Rental Assistance	1
2a.	<b>Permanent Housing Facilities:</b> Received Operating Subsidies/Leased units	
2b.	<b>Transitional/Short-term Facilities:</b> Received Operating Subsidies	
3a.	<b>Permanent Housing Facilities:</b> Capital Development Projects placed in service during the operating year	
3b.	<b>Transitional/Short-term Facilities:</b> Capital Development Projects placed in service during the operating year	
4.	Short-term Rent, Mortgage, and Utility Assistance	1
5.	<b>Adjustment for duplication (subtract)</b>	1
6.	<b>TOTAL Housing Subsidy Assistance (Sum of Rows 1-4 minus Row 5)</b>	1

**Administrative Costs:** Costs for general management, oversight, coordination, evaluation, and reporting. By statute, grantee administrative costs are limited to 3% of total grant award, to be expended over the life of the grant. Project sponsor administrative costs are limited to 7% of the portion of the grant amount they receive.

**Beneficiary(ies):** All members of a household who received HOPWA assistance during the operating year including the one individual who qualified the household for HOPWA assistance as well as any other members of the household (with or without HIV) who benefitted from the assistance.

**Central Contractor Registration (CCR):** The primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Both current and potential federal government registrants (**grantees**) are required to register in CCR in order to be awarded contracts by the federal government. Registrants must update or renew their registration at least once per year to maintain an active status. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA (American Recovery and Reinvestment Act). Per ARRA and FFATA (Federal Funding Accountability and Transparency Act) federal regulations, all **grantees** and sub-grantees or subcontractors receiving federal grant awards or contracts must have a DUNS (Data Universal Numbering System) Number.

**Chronically Homeless Person:** An individual or family who : (i) is homeless and lives or resides individual or family who: (i) Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; (ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; and (iii) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions. Additionally, the statutory definition includes as chronically homeless a person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility, and has resided there for fewer than 90 days if such person met the other criteria for homeless prior to entering that facility. (See 42 U.S.C. 11360(2)) This does not include doubled-up or overcrowding situations.

**Disabling Condition:** Evidencing a diagnosable substance use disorder, serious mental illness, developmental disability, chronic physical illness, or disability, including the co-occurrence of two or more of these conditions. In addition, a disabling condition may limit an individual's ability to work or perform one or more activities of daily living. An HIV/AIDS diagnosis is considered a disabling condition.

**Facility-Based Housing Assistance:** All eligible HOPWA Housing expenditures for or associated with supporting facilities including community residences, SRO dwellings, short-term facilities, project-based rental units, master leased units, and other housing facilities approved by HUD.

**Faith-Based Organization:** Religious organizations of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.

**Grassroots Organization:** An organization headquartered in the local community where it provides services; has a social services budget of \$300,000 or less annually, and six or fewer full-time equivalent

employees. Local affiliates of national organizations are not considered "grassroots."

**HOPWA Eligible Individual:** The one (1) low-income person with HIV/AIDS who qualifies a household for HOPWA assistance. This person may be considered "Head of Household." When the CAPER asks for information on eligible individuals, report on this individual person only. Where there is more than one person with HIV/AIDS in the household, the additional PWH/A(s), would be considered a beneficiary(s).

**HOPWA Housing Information Services:** Services dedicated to helping persons living with HIV/AIDS and their families to identify, locate, and acquire housing. This may also include fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap/disability.

**HOPWA Housing Subsidy Assistance Total:** The unduplicated number of households receiving housing subsidies (TBRA, STRMU, Permanent Housing Placement services and Master Leasing) and/or residing in units of facilities dedicated to persons living with HIV/AIDS and their families and supported with HOPWA funds during the operating year.

**Household:** A single individual or a family composed of two or more persons for which household incomes are used to determine eligibility and for calculation of the resident rent payment. The term is used for collecting data on changes in income, changes in access to services, receipt of housing information services, and outcomes on achieving housing stability. Live-In Aides (see definition for Live-In Aide) and non-beneficiaries (e.g. a shared housing arrangement with a roommate) who resided in the unit are not reported on in the CAPER.

**Housing Stability:** The degree to which the HOPWA project assisted beneficiaries to remain in stable housing during the operating year. See *Part 5: Determining Housing Stability Outcomes* for definitions of stable and unstable housing situations.

**In-kind Leveraged Resources:** These involve additional types of support provided to assist HOPWA beneficiaries such as volunteer services, materials, use of equipment and building space. The actual value of the support can be the contribution of professional services, based on customary rates for this specialized support, or actual costs contributed from other leveraged resources. In determining a rate for the contribution of volunteer time and services, use the rate established in HUD notices, such as the rate of ten dollars per hour. The value of any donated material, equipment, building, or lease should be based on the fair market value at time of donation. Related documentation can be from recent bills of sales, advertised prices, appraisals, or other information for comparable property similarly situated.

**Leveraged Funds:** The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources by grantees or sponsors in dedicating assistance to this client population. Leveraged funds or other assistance are used directly in or in support of HOPWA program delivery.

**Live-In Aide:** A person who resides with the HOPWA Eligible Individual and who meets the following criteria: (1) is essential to the care and well-being of the person; (2) is not obligated for the support of the person; and (3) would not be living in the unit except to provide the necessary supportive services. See the *Code of Federal Regulations Title 24, Part 5.403 and the HOPWA Grantee Oversight Resource Guide* for additional reference.

**Master Leasing:** Applies to a nonprofit or public agency that leases units of housing (scattered-sites or entire buildings) from a landlord, and subleases the units to homeless or low-income tenants. By assuming the tenancy burden, the agency facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient income.

**Operating Costs:** Applies to facility-based housing only, for facilities that are currently open. Operating costs can include day-to-day housing function and operation costs like utilities, maintenance, equipment, insurance, security, furnishings, supplies and salary for staff costs directly related to the housing project but not staff costs for delivering services.

**Outcome:** The degree to which the HOPWA assisted household has been enabled to establish or maintain a stable living environment in housing that is safe, decent, and sanitary, (per the regulations at 24 CFR 574.310(b)) and to reduce the risks of homelessness, and improve access to HIV treatment and other health care and support.

**Output:** The number of units of housing or households that receive HOPWA assistance during the operating year.

**Permanent Housing Placement:** A supportive housing service that helps establish the household in the housing unit, including but not limited to reasonable costs for security deposits not to exceed two months of rent costs.

**Program Income:** Gross income directly generated from the use of HOPWA funds, including repayments. See grant administration requirements on program income for state and local governments at 24 CFR 85.25, or for non-profits at 24 CFR 84.24.

**Project-Based Rental Assistance (PBRA):** A rental subsidy program that is tied to specific facilities or units owned or controlled by a project sponsor or Subrecipient. Assistance is tied directly to the properties and is not portable or transferable.

**Project Sponsor Organizations:** Any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR 574.300. Project Sponsor organizations are required to provide performance data on households served and funds expended. Funding flows to a project sponsor as follows:

HUD Funding → Grantee → Project Sponsor

**Short-Term Rent, Mortgage, and Utility (STRMU) Assistance:** A time-limited, housing subsidy assistance designed to prevent homelessness and increase housing stability. Grantees may provide assistance for up to 21 weeks in any 52 week period. The amount of assistance varies per client depending on funds available, tenant need and program guidelines.

**Stewardship Units:** Units developed with HOPWA, where HOPWA funds were used for acquisition, new construction and rehabilitation that no longer receive operating subsidies from HOPWA. Report information for the units is subject to the three-year use agreement if rehabilitation is non-substantial and to the ten-year use agreement if rehabilitation is substantial.

**Subrecipient Organization:** Any organization that receives funds from a project sponsor to provide eligible housing and other support services and/or administrative services as defined in 24 CFR 574.300. If a subrecipient organization provides housing and/or other supportive services directly to clients, the subrecipient organization must provide performance data on household served and funds expended. Funding flows to subrecipients as follows:

HUD Funding → Grantee → Project Sponsor → Subrecipient

**Tenant-Based Rental Assistance (TBRA):** TBRA is a rental subsidy program similar to the Housing Choice Voucher program that grantees can provide to help low-income households access affordable housing. The TBRA voucher is not tied to a specific unit, so tenants may move to a different unit without losing their assistance, subject to individual program rules. The subsidy amount is determined in part based on household income and rental costs associated with the tenant's lease.

**Transgender:** Transgender is defined as a person who identifies with, or presents as, a gender that is different from his/her gender at birth.

**Veteran:** A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

# Housing Opportunities for Person with AIDS (HOPWA)

## Consolidated Annual Performance and Evaluation Report (CAPER)

### Measuring Performance Outputs and Outcomes

OMB Number 2506-0133 (Expiration Date: 10/31/2014)

#### Part 1: Grantee Executive Summary

As applicable, complete the charts below to provide more detailed information about the agencies and organizations responsible for the administration and implementation of the HOPWA program. Chart 1 requests general Grantee Information and Chart 2 is to be completed for each organization selected or designated as a project sponsor, as defined by CFR 574.3. In Chart 3, indicate each subrecipient organization with a contract/agreement of \$25,000 or greater that assists grantees or project sponsors carrying out their administrative or evaluation activities. In Chart 4, indicate each subrecipient organization with a contract/agreement to provide HOPWA-funded services to client households. These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definition section for distinctions between project sponsor and subrecipient.*

*Note: If any information does not apply to your organization, please enter N/A. Do not leave any section blank.*

#### 1. Grantee Information

<b>HUD Grant Number</b>  <div style="font-size: 1.2em; font-weight: bold;">DEH12F001</div>		<b>Operating Year for this report</b> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>From (mm/dd/yy)</span> <span>To (mm/dd/yy)</span> </div> <div style="display: flex; justify-content: space-between; font-weight: bold;"> <span>07/01/2012</span> <span>06/30/2013</span> </div>			
<b>Grantee Name</b> <div style="font-weight: bold;">The City of Wilmington, Delaware</div>					
<b>Business Address</b>		<div style="font-weight: bold;">800 French Street</div>			
<b>City, County, State, Zip</b>		<div style="font-weight: bold;">Wilmington</div>	<div style="font-weight: bold;">New Castle</div>	<div style="font-weight: bold;">DE</div>	<div style="font-weight: bold;">19801</div>
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		<div style="font-weight: bold;">51-0176414</div>			
<b>DUN &amp; Bradstreet Number (DUNs):</b>		<div style="font-weight: bold;">067-393-9000</div>	<b>Central Contractor Registration (CCR):</b> Is the grantee's CCR status currently active? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide CCR Number:		
<b>*Congressional District of Grantee's Business Address</b>		<div style="font-weight: bold;">00</div>			
<b>*Congressional District of Primary Service Area(s)</b>		<div style="font-weight: bold;">DE-00    MD-01</div>			
<b>*City(ies) and County(ies) of Primary Service Area(s)</b>		<b>Cities:</b> DE-All & Cecil County, MD		<b>Counties:</b> DE-All & Cecil County, MD	
<b>Organization's Website Address</b>  <div style="font-weight: bold;">www.wilmingtonde.gov</div>		<b>Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee service Area?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If yes, explain in the narrative section what services maintain a waiting list and how this list is administered.</b>			

\* Service delivery area information only needed for program activities being directly carried out by the grantee.

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

Project Sponsor Agency Name Delaware HIV Consortium		Parent Company Name, if applicable		
Name and Title of Contact at Project Sponsor Agency	Dianne W. Casey, Director of Housing Programs			
Email Address	dcasey@delaware.org			
Business Address	100 W. 10 <sup>th</sup> Street, Suite 415			
City, County, State, Zip,	Wilmington	New Castle	DE	19801
Phone Number (with area code)	(302) 654-5471		Fax Number (with area code) (302) 654-5472	
Employer Identification Number (EIN) or Tax Identification Number (TIN)	51-0348892			
DUN & Bradstreet Number (DUNs):	033296786		<b>Central Contractor Registration (CCR):</b> <b>Is the sponsor's CCR status currently active?</b> (See pg 2 of instructions) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Congressional District of Business Location of Sponsor	DE-all			
Congressional District(s) of Primary Service Area(s)	DE-all			
Zip Code(s) of Primary Service Area(s)	19801, 19802, 19805, 19806, 19809, 19703, 19709			
City(ies) and County(ies) of Primary Service Area(s)	Wilmington, Claymont, Elsmere, Newark, Middletown		New Castle County, Delaware	
Total HOPWA contract amount for this Organization	480,243			
Organization's Website Address www.delawarehiv.org	Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>	If yes, explain in the narrative section how this list is administered.			

## 2. Project Sponsor Information

In Chart 2, provide the following information for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3.

<b>Project Sponsor Agency Name</b> Crisis Alleviation / HIV Services		<b>Parent Company Name, if applicable</b> Catholic Charities		
<b>Name and Title of Contact at Project Sponsor Agency</b>	Alfred M. Manganiello			
<b>Email Address</b>	amanganiello@ccwilm.org			
<b>Business Address</b>	PO Box 2030			
<b>City, County, State, Zip,</b>	Wilmington	New Castle	DE	19899
<b>Phone Number (with area code)</b>	302-655-9624		<b>Fax Number (with area code)</b> 302-654-6432	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	51-0065685			
<b>DUN &amp; Bradstreet Number (DUNs):</b>	125160754		<b>Central Contractor Registration (CCR):</b> <b>Is the sponsor's CCR status currently active?</b> <small>(See pg 2 of instructions)</small> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Congressional District of Business Location of Sponsor</b>	01			
<b>Congressional District(s) of Primary Service Area(s)</b>	01			
<b>Zip Code(s) of Primary Service Area(s)</b>	19805			
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	Wilmington		New Castle	
<b>Total HOPWA contract amount for this Organization</b>	48,500			
<b>Organization's Website Address</b> www.cdow.org		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input checked="" type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>				



## 2. Project Sponsor Information

In Chart 2, provide the following information for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3.

<b>Project Sponsor Agency Name</b> Cecil County Health Department		<b>Parent Company Name, if applicable</b> Maryland Department of Health and Mental Hygiene		
<b>Name and Title of Contact at Project Sponsor Agency</b>	Kathleen Martineau, RN			
<b>Email Address</b>	<a href="mailto:kmartineau@dhhm.state.md.us">kmartineau@dhhm.state.md.us</a>			
<b>Business Address</b>	401 Bow Street			
<b>City, County, State, Zip,</b>	Elkton	Cecil County	MD	21921
<b>Phone Number (with area code)</b>	410-996-5100		<b>Fax Number (with area code)</b> 410-996-1019	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	52-2046029			
<b>DUN &amp; Bradstreet Number (DUNs):</b>	110890258		<b>Central Contractor Registration (CCR):</b> <b>Is the sponsor's CCR status currently active?</b> <small>(See pg 2 of instructions)</small> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Congressional District of Business Location of Sponsor</b>	MD-01			
<b>Congressional District(s) of Primary Service Area(s)</b>	MD-01			
<b>Zip Code(s) of Primary Service Area(s)</b>	21921			
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	Elkton		Cecil County	
<b>Total HOPWA contract amount for this Organization</b>	40,000			
<b>Organization's Website Address</b> <a href="http://www.cecilcountyhealth.org">www.cecilcountyhealth.org</a>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>		
<b>Is the sponsor a nonprofit organization?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>				

## 2. Project Sponsor Information

In Chart 2, provide the following information for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3.

<b>Project Sponsor Agency Name</b> Connections Community Support Programs, Inc.		<b>Parent Company Name, if applicable</b>		
<b>Name and Title of Contact at Project Sponsor Agency</b>	Sara Weimer, Grant Manager			
<b>Email Address</b>	<a href="mailto:sweimer@connectionscsp.org">sweimer@connectionscsp.org</a>			
<b>Business Address</b>	500 West 10 <sup>th</sup> Street			
<b>City, County, State, Zip,</b>	Wilmington	New Castle	DE	19801
<b>Phone Number (with area code)</b>	302-984-3380		<b>Fax Number (with area code)</b> 302-230-9167	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	51-0333030			
<b>DUN &amp; Bradstreet Number (DUNs):</b>	788425643		<b>Central Contractor Registration (CCR):</b> <b>Is the sponsor's CCR status currently active?</b> <small>(See pg 2 of instructions)</small> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Congressional District of Business Location of Sponsor</b>	01			
<b>Congressional District(s) of Primary Service Area(s)</b>	01			
<b>Zip Code(s) of Primary Service Area(s)</b>	19801, 19805			
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	Wilmington		New Castle County	
<b>Total HOPWA contract amount for this Organization</b>	40,200			
<b>Organization's Website Address</b> <a href="http://www.connectionscsp.org">www.connectionscsp.org</a>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>				

## 2. Project Sponsor Information

In Chart 2, provide the following information for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3.

<b>Project Sponsor Agency Name</b> House of Joseph II		<b>Parent Company Name, if applicable</b> Ministry of Caring		
<b>Name and Title of Contact at Project Sponsor Agency</b>		Mark Poletunow, Deputy Director		
<b>Email Address</b>		<a href="mailto:mpoletunow@ministryofcaring.org">mpoletunow@ministryofcaring.org</a>		
<b>Business Address</b>		1803 West 6 <sup>th</sup> Street		
<b>City, County, State, Zip,</b>		Wilmington	New Castle	DE 19805
<b>Phone Number (with area code)</b>		302-428-3702		<b>Fax Number (with area code)</b> 302-428-3705
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		51-0209843		
<b>DUN &amp; Bradstreet Number (DUNs):</b>		094346681		<b>Central Contractor Registration (CCR):</b> <b>Is the sponsor's CCR status currently active?</b> <small>(See pg 2 of instructions)</small> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Congressional District of Business Location of Sponsor</b>		At Large		
<b>Congressional District(s) of Primary Service Area(s)</b>		At Large		
<b>Zip Code(s) of Primary Service Area(s)</b>		19802		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		Wilmington		New Castle County
<b>Total HOPWA contract amount for this Organization</b>		57,400		
<b>Organization's Website Address</b> <a href="http://www.ministryofcaring.org">www.ministryofcaring.org</a>		<b>Does your organization maintain a waiting list?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b> <div style="border: 1px solid black; padding: 2px;">           The waiting list kept in the program managers office at the House of Joseph II.         </div>		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <i>Please check if yes and a faith-based organization.</i> <input checked="" type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>				

### 3. Administrative Subrecipient Information

Use Chart 3 to provide the following information for each subrecipient with a contract/agreement of \$25,000 or greater that assists project sponsors to carry out their administrative services but no services directly to client households. Agreements include: grants, subgrants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders. (Organizations listed may have contracts with project sponsors) These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

Subrecipient Name			Parent Company Name, if applicable
Name and Title of Contact at Subrecipient			
Email Address			
Business Address			
City, State, Zip, County			
Phone Number (with area code)			Fax Number (include area code)
Employer Identification Number (EIN) or Tax Identification Number (TIN)			
DUN & Bradstreet Number (DUNs):			
North American Industry Classification System (NAICS) Code			
Congressional District of Subrecipient's Business Address			
Congressional District of Primary Service Area			
City (ies) <u>and</u> County (ies) of Primary Service Area(s)	Cities:	Counties:	
Total HOPWA Subcontract Amount of this Organization for the operating year			

#### 4. Program Subrecipient Information

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipients who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

**Note:** Please see the definition of a subrecipient for more information.

**Note:** Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.

**Note:** If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.

Sub-recipient Name				Parent Company Name, if applicable
Name <u>and</u> Title of Contact at Contractor/ Sub-contractor Agency				
Email Address				
Business Address				
City, County, State, Zip				
Phone Number (included area code)				Fax Number (include area code)
Employer Identification Number (EIN) or Tax Identification Number (TIN)				
DUN & Bradstreet Number (DUNs)				
North American Industry Classification System (NAICS) Code				
Congressional District of the Sub-recipient's Business Address				
Congressional District(s) of Primary Service Area				
City(ies) <u>and</u> County(ies) of Primary Service Area	Cities:		Counties:	
Total HOPWA Subcontract Amount of this Organization for the operating year				

## **5. Grantee Narrative and Performance Assessment**

### **a. Grantee and Community Overview**

Provide a one to three page narrative summarizing major achievements and highlights that were proposed and completed during the program year. Include a brief description of the grant organization, area of service, the name(s) of the program contact(s), and an overview of the range/type of housing activities provided. This overview may be used for public information, including posting on HUD's website. *Note: Text fields are expandable.*

The City of Wilmington's goal is to appropriate funds in an equitable manner while maintaining an existing service. The City's \$691,322 HOPWA award is administered by the City of Wilmington's Department of Real Estate and Housing for the eligible metropolitan statistical area that includes the City of Wilmington, the remainder of New Castle County and Cecil County, Maryland.

The City's HOPWA grant was awarded to four sponsors who provided services which included TBRA, STRMU, operation costs for permanent housing facilities and supportive services to persons with HIV/AIDS. All project sponsors were able to effectively maintain their level of services.

It is reported that 1,359 Delawareans are living HIV and another 2,274 living with AIDS. By the end of June 2011, the cumulative number of HIV/AIDS cases in Delaware reached 5,314. New Castle County, the most populated area, has the highest percentage of Delaware's HIV/AIDS cases. These cases are largely confined to the densely populated Wilmington metropolitan area. The City of Wilmington represents 49.1% New Castle County's population of HIV/AIDS cases. There are approximately 35,725 persons in the state of Maryland currently living with HIV/AIDS. The eastern region, which includes Cecil County, makes up 2.4% of that population. With these soaring statistics, the City of Wilmington allocates funds to assure populations are served according to their areas of need.

### **b. Annual Performance under the Action Plan**

Provide a narrative addressing each of the following four items:

**1. Outputs Reported.** Describe significant accomplishments or challenges in achieving the number of housing units supported and the number households assisted with HOPWA funds during this operating year compared to plans for this assistance, as approved in the Consolidated Plan/Action Plan. Describe how HOPWA funds were distributed during your program year among different categories of housing and geographic areas to address needs throughout the grant service area, consistent with approved plans.

Ministry of Caring's House of Joseph II received a \$57,400 grant to provide housing and essential support services to homeless men and women suffering from advanced stages of AIDS. During the operating year ending June 30, 2013, the Ministry of Caring used HOPWA funding to support 12 units of housing in a permanent residence with supportive services. A total of 14 individuals were assisted with HOPWA funds during the operating year. The Ministry of Caring's HOPWA-funded program, House of Joseph II, allows residents to live as fully and independently as possible in a loving environment with case management services, food service and access to complete medical care. All of the residents (14 individuals) worked with a case manager to design a personal housing plan for maintaining stable ongoing housing.

Other program accomplishments include, 48% remained in permanent housing, thus avoiding incidents of homelessness, 62% understood and followed the directives of their health care plan, 95% experienced an increased ability to care for themselves, 100% kept doctor appointments and adhered to prescribed medication regimens, 90% had no hospitalizations.

House of Joseph II maintains a waiting list for admission. Hospital social workers and case managers from other agencies identify clients who meet the criteria of the program. An application is completed. The Medical Director and Program Director of House of Joseph II review the records and meet with the applicant. Acceptance is based on the eligibility of the applicant and vacancy at House of Joseph II.

HIV Services of Catholic Charities received \$48,500 in HOPWA funds to provide short term housing assistance and supportive services to clients in the City of Wilmington. HIV Services of Catholic Charities is a multi-service program in the HIV Service and care continuum. HIV Services specifically seeks to provide goods and services not provided or underprovided by other AIDS Service Organizations, thus promoting greater stability, health and well being of our clients living with HIV, as well as the families of those infected by the virus, virtually all of whom are well below the poverty level or have no income. HIV Services of Catholic Charities is a welcoming ministry bringing many services together under one roof. Catholic Charities supports the

health and well-being of those living with HIV, and helps to strengthen our clients so they can deal with crises and adhere to treatment. HIV Services is located in Wilmington, Delaware in the zip code 19805, the center of people living with HIV and serves the adjacent communities in zip codes 19801 and 19802 which cumulatively constitute approximately 41% of HIV/AIDS cases in the State. HIV Services provided rental and utility assistance to 24 unduplicated city residents.

Delaware HIV Consortium continues to be the lead project sponsor of the City's HOPWA grant, receiving a total of \$487,048 in FY2013 for their Rental Assistance Payments (DHAP) to City of Wilmington and New Castle County residents. DHAP is a collaborative voucher effort of the City of Wilmington and the Delaware State Housing Authority, which funds long-term rental assistance for clients in Kent and Sussex counties. Clients are referred to DHAP by Ryan White and Medicaid AIDS Waiver-funded case managers. Delaware HIV Consortium, a nonprofit agency, is the primary administrator of Ryan White CARE Act dollars used for HIV supportive services in the State of Delaware. HOPWA funding from the City of Wilmington provided rental assistance for 89 households, consisting of 93 persons living with HIV/AIDS and 48 other persons for a total of 141 persons assisted. This output is slightly higher than FY2014 HOPWA contract goal of 80 households. All but one household, or 99% of assisted households, had income less than 50% of the area's median income (AMI) and 89% had extremely low incomes (30% of AMI). The problem in New Castle County is that these programs have long waiting lists and are often not accepting applications. In addition, some of our clients are ineligible for other housing programs due to criminal histories, bad credit, and poor rental histories (see "Barriers and Trends" section).

Cecil County, Maryland received \$39,000 in HOPWA funds for the reporting period. Cecil County is located at the northern most tip of the State of Maryland and is a rural county with a generally low socio-demographic makeup. The Cecil County Housing Assistance Program is the service offered with the HOPWA funds to provide rental assistance to people living with HIV/AIDS and their families. Four clients received TBRA payments to maintain care. Five clients received STRMU assistance. Of these, clients 100% remained in stable housing with access to care.

Connections CSP received \$40,200 in HOPWA funds for the reporting period. Connections currently operate two site-based permanent supportive housing programs for homeless adults with HIV in the City of Wilmington. The programs provided rental subsidies to a total of 7 household with extremely low incomes in which the head of household has HIV and which lack alternative means of obtaining affordable housing. Health and employment outcomes were improved for at least 50% of the households who receive the rental subsidies.

**2. Outcomes Assessed.** Assess your program's success in enabling HOPWA beneficiaries to establish and/or better maintain a stable living environment in housing that is safe, decent, and sanitary, and improve access to care. Compare current year results to baseline results for clients. Describe how program activities/projects contributed to meeting stated goals. If program did not achieve expected targets, please describe how your program plans to address challenges in program implementation and the steps currently being taken to achieve goals in next operating year. If your program exceeded program targets, please describe strategies the program utilized and how those contributed to program successes.

#### Housing Stability

Of the 144 households assisted in FY2013 with permanent housing placement, 125 households (87%) remained in stable housing. 13 households served exited the program to temporary housing and 1 households exited the program to unstable arrangements and 5 clients passed away. The 87% housing stability outcome exceeded the 80% HOPWA performance goal for this category.

#### Access to Care and Support

In FY2013, all households (100%) had housing plans as part of their case management service plans and appropriate medical coverage. In addition, 98% of assisted households met regularly with their case managers, 100% were medically compliant and 100% had accessed or maintained appropriate financial supports during the reporting period. These outcomes exceeded the 80% HOPWA performance goal for this category (access to care and support).

**3. Coordination.** Report on program coordination with other mainstream housing and supportive services resources, including the use of committed leveraging from other public and private sources that helped to address needs for eligible persons identified in the Consolidated Plan/Strategic Plan.

For Cecil County, the Case Manager conducts a full biopsychosocial assessment of each client during the first visit. The client and case manager identify client needs. A care plan is formed in collaboration with the client, the medical provider and if the client chooses, their primary support person. The case manager uses an extensive referral list of agencies and community based organizations to ensure that HOPWA funds are utilized as a last resort, as well as to connect the client to long term programs. The case manager works closely with Section 8 and HUD sponsoring housing agencies, Department of Social Services and local

churches. The case manager utilizes Ryan White funds to assist clients to secure housing and coordinates those funds with HOPWA resources to maintain housing and prevent homelessness. Each funding stream has an identifiable priority service, ensuring each funding is used as a last resort for that service category. Transportation is provided to Ryan White eligible clients to ensure access to entitlement application and each client is referred to all entitlement programs for which they qualify. In addition, uninsured clients are provided with transportation service to access Ryan White supported clinics for medical, dental and supportive services care.

Internally, Catholic Charities HIV Services coordinates with Catholic Charities to provide additional services such as prescription eye care, prescription medical assistance, bus tickets (to keep and schedule service appointments), clothing and furniture and referral to Catholic Charities counseling services. Catholic Charities also maintains other sources of crisis alleviation funds to assist HIV/AIDS clients. They also engage with our partners such as the HIV consortium, expanding Ryan White coverage in Kent and Sussex counties, AIDS case managers, New Castle County Government, AIDS of Delaware and local hospitals serving HIV patients.

House of Joseph II has formal agreements for services with St. Francis Hospital of Wilmington Delaware Department of Public Health, State of Delaware and Delaware HIV Consortium. House of Joseph II works within the community to provide services to residents with Christiana Hospital, Wilmington Hospital Clinic, AIDS Delaware, Riverside Hospital, Heartland Hospice, Brandywine Counseling Services, Homeless Planning Council, and Neumann College.

In an effort to address the ongoing need for affordable housing for persons living with HIV/AIDS, the Delaware HIV Consortium uses non-HOPWA funds from the Ryan White CARE Act to provide rental assistance for clients in the TBRA program. During FY2013, Ryan White funds provided \$272,365 in housing assistance for HOPWA-funded TBRA households in New Castle County. The Consortium also received a %5,520 Grant-in aid allocation from the State of Delaware for housing assistance in FY2013. Ryan White funds provided supportive services for the 89 TBRA households, including case management, food and nutrition programs, transportation, mental wellness and substance abuse counseling, dental and eye care, pharmacy assistance, HIV primary medical care at statewide wellness clinics, and emergency financial assistance. The estimated value of these supportive services was \$1,747,960. In addition, client rent payments totaling \$157,644 provided further leverage of the \$487,048 HOPWA allocation in FY2013. In all, \$2,183,489 in non-HOPWA funds provided housing assistance and supportive services for the 89 HOPWA-funded TBRA households in FY2013.

Connections currently operate two sites-based permanent supportive housing programs for homeless adults with HIV/AIDS in the City of Wilmington, collaboration with Delaware HIV Consortium. Connections also collaborate with Delaware DHSS, DOC, DSHA and DVR, Criminal Justice Council, the Delaware HIV Consortium, Westside Family Health Services, West End Neighborhood House, First State Community Action, Pencader Hundred Community Center, the New Castle Presbytery, the U.S. Department of HUD, Labor and HHS and operate and other philanthropic partners to maximize services for vulnerable Delaware citizens.

**4. Technical Assistance.** Describe any program technical assistance needs and how they would benefit program beneficiaries.

- **Housing Affordability**

Rising rent and utility costs present a persistent challenge for our TBRA clients because most clients live on extremely low fixed incomes of less than \$700 per month. Approximately 70% of TBRA households live in Wilmington where the aging rental housing stock is less energy efficient than newer construction. Owners of older, less efficient housing often charge lower rents, however the energy costs associated with these units can render the housing unaffordable, particularly during the heating season. Most TBRA clients are responsible for their own utility expenses, since few rentals include utility costs in the rent price. TBRA clients routinely access local energy assistance programs and emergency financial assistance providers, however there is constant demand for these services in New Castle County.

- **Housing Availability**

Another ongoing challenge is the low attrition rate off the TBRA program, primarily due to the limited number of alternative affordable housing options available to our clients. The initial intent of the TBRA program was to assist our clients for a limited term until they received a rent subsidy from a non-HOPWA housing provider, such as Housing Choice Voucher/Section 8 or public housing. The fact is that our state's five public housing authorities have long waiting lists for their subsidized housing programs that are not often open to new applicants. It is not unusual for eligible persons to wait several years for the opportunity to apply for subsidized housing, only to be placed on a waiting list for an additional multi-



year timeframe, anywhere from five to eight years. Today, the demand for subsidized housing programs has been exacerbated by our nation's economic downturn. Local Section 8 programs in New Castle County, where 70% of our clients live, have the longest waiting lists. Persons wishing to apply must wait until the list is open to new applicants. The opportunity to apply when the list is open is restricted to a very short timeframe, oftentimes a two-day call center that is frustrating, if not impossible, to access. In addition, many of our clients do not qualify for other types of subsidized housing due to poor credit and criminal histories.

- **Housing Placement Costs, Credit History, Rental History, Criminal Justice History**

Initial housing placement costs (security/utility deposits), poor credit reports, poor rental histories, and criminal backgrounds constitute significant barriers to accessing housing for TBRA clients. All TBRA households are extremely low-income or very low-income households. Prior to receiving HOPWA TBRA, most clients have been in unstable housing arrangements. Many have poor credit and rental histories and some have criminal backgrounds. Although these barriers do not disqualify clients from the TBRA program, these barriers can interfere with an individual's ability to be approved for rental housing in the community. Furthermore, federal policy governing local subsidized housing programs, such as Section 8 and public housing, has strict eligibility requirements for applicants with criminal backgrounds. In addition, for those participants who receive HOPWA TBRA rent subsidies, initial move-in costs can pose additional barriers. The TBRA program does not pay for security deposits or for apartment application fees and there are limited community resources to cover such expenses. In an effort to identify barriers to housing placement, the TBRA program application and screening forms request information about credit history, prior rental history, and criminal backgrounds. By identifying these barriers at the initial screening process, the client has a workable timeframe to try to remedy these issues during the time spent on the TBRA wait list.

### c. Barriers and Trends Overview

Provide a narrative addressing items 1 through 3. Explain how barriers and trends affected your program's ability to achieve the objectives and outcomes discussed in the previous section.

1. Describe any barriers (including regulatory and non-regulatory) encountered in the administration or implementation of the HOPWA program, how they affected your program's ability to achieve the objectives and outcomes discussed, and, actions taken in response to barriers, and recommendations for program improvement. Provide an explanation for each barrier selected.

- **Housing Affordability**

Rising rent and utility costs present a persistent challenge for our TBRA clients because most clients live on extremely low fixed incomes of less than \$700 per month. Approximately 70% of TBRA households live in Wilmington where the aging rental housing stock is less energy efficient than newer construction. Owners of older, less efficient housing often charge lower rents, however the energy costs associated with these units can render the housing unaffordable, particularly during the heating season. Most TBRA clients are responsible for their own utility expenses, since few rentals include utility costs in the rent price. TBRA clients routinely access local energy assistance programs and emergency financial assistance providers, however there is constant demand for these services in New Castle County.

- **Housing Availability**

TBRA clients are strongly encouraged to transition to other affordable housing programs so that our HOPWA funds can assist additional HOPWA-eligible clients on the TBRA program waiting list. Our clients are challenged in this pursuit by the lack of other affordable housing options available in the community. As part of their housing plans, our TBRA clients are

<input type="checkbox"/> HOPWA/HUD Regulations	<input type="checkbox"/> Planning	<input type="checkbox"/> Housing Availability	<input type="checkbox"/> Rent Determination and Fair Market Rents
<input type="checkbox"/> Discrimination/Confidentiality	<input type="checkbox"/> Multiple Diagnoses	<input type="checkbox"/> Eligibility	<input type="checkbox"/> Technical Assistance or Training
<input type="checkbox"/> Supportive Services	<input type="checkbox"/> Credit History	<input type="checkbox"/> Rental History	<input type="checkbox"/> Criminal Justice History
<input type="checkbox"/> Housing Affordability	<input type="checkbox"/> Geography/Rural Access	<input type="checkbox"/> Other, please explain further	

encouraged to be on waiting lists for other subsidized housing programs, such as public housing, Housing Choice Vouchers (Section 8), and subsidized apartment complexes. Applications for affordable housing programs in New Castle County, including the City of Wilmington, where 75% of persons living with HIV/AIDS reside, are accepted only when program administrators publicly advertise that these programs are open to new applicants. For instance, New Castle County opened

its Section 8 waiting list in early 2009, for the first time in seven years, and received an overwhelming response. Most respondents were unsuccessful in their attempts to be placed on the waiting list. The waiting list has been closed since then while the 1,500 successful applicants are being screened and interviewed. It may take another year to complete this process before the County would reopen their Section 8 waiting list. This restricted application policy is in place because of limited funding combined with increased demand for affordable housing. Limited access to the subsidized housing application process combined with additional time spent on waiting lists results in a multi-year waiting period for eligible individuals and families seeking affordable housing in Delaware. For low-income persons living with HIV/AIDS this waiting time is often spent living in precarious housing, disconnected from appropriate health care and supportive services.

- **Housing Placement Costs, Credit History, Rental History, Criminal Justice History**

Initial housing placement costs (security/utility deposits), poor credit reports, poor rental histories, and criminal backgrounds constitute significant barriers to accessing housing for TBRA clients. All TBRA households are extremely low-income or very low-income households. Prior to receiving HOPWA TBRA, most clients have been in unstable housing arrangements. Many have poor credit and rental histories and some have criminal backgrounds. Although these barriers do not disqualify clients from the TBRA program, these barriers can interfere with an individual's ability to be approved for rental housing in the community. Furthermore, federal policy governing local subsidized housing programs, such as Section 8 and public housing, has strict eligibility requirements for applicants with criminal backgrounds. In addition, for those participants who receive HOPWA TBRA rent subsidies, initial move-in costs can pose additional barriers. The TBRA program does not pay for security deposits or for apartment application fees and there are limited community resources to cover such expenses. In an effort to identify barriers to housing placement, the TBRA program application and screening forms request information about credit history, prior rental history, and criminal backgrounds. By identifying these barriers at the initial screening process, the client has a workable timeframe to try to remedy these issues during the time spent on the TBRA wait list.

2. Describe any trends in the community that may affect the way in which the needs of persons living with HIV/AIDS are being addressed, and provide any other information important to the future provision of services to this population.

- **Increased Need for Affordable Housing and Insufficient Funding to Meet the Need**

In Delaware, subsidized rental housing is in high demand and limited supply. The economic downturn of the past several years has exacerbated this situation. According to "Out of Reach 2013", a recent study published by the National Low Income Housing Coalition, there is not a single county in the United States where a person who relies on federal disability benefits can afford to rent even a small studio apartment. Here in New Castle County, a renter would have to earn \$15.15 per hour to be able to afford an efficiency apartment, according to the Delaware Housing Coalition's "Annual Report on Housing Affordability in Delaware" released in May 2013. The typical client receiving housing assistance from the TBRA program receives a Social Security benefit that converts to an hourly wage of less than \$4.00. The Coalition's report also notes that Delaware has an immediate and pressing need for at least 14,096 rental units affordable to extremely low-income renters.

Our clients are now waiting over four years for HOPWA funded rental assistance, which is double the waiting time compared to several years ago. During this waiting period, 60% of our clients have episodes of homelessness and up to 70% are unstably housed. For persons living with HIV/AIDS, unstable housing often leads to disconnection from medical care and support services needed to maintain overall wellness. Important new research shows that stable housing can also be an effective intervention to reduce the spread of HIV. The unfortunate fact is that there is not enough funding to meet the need for affordable housing for persons living with HIV/AIDS in Delaware. To supplement our HOPWA funding, the Consortium also uses federal Ryan White CARE Act dollars to provide up to two years of rental assistance for TBRA clients. The Consortium also raises private dollars by applying for grants and sponsoring fundraising events.

- **Advocacy to Promote Affordable Housing for Persons Living with HIV/AIDS**

The Delaware HIV Consortium recognizes the important correlation between housing status and HIV-related health outcomes. The TBRA program provides an affordable, stable living environment to assist with linkage to medical care and other needed services. One of the principal functions of the Consortium is to advocate for increased housing opportunities for persons living with HIV/AIDS.

3. Identify any evaluations, studies, or other assessments of the HOPWA program that are available to the public.

- **Increased Need for Affordable Housing and Insufficient Funding to Meet the Need**

The Delaware Housing Coalition’s “Annual Report on Housing Affordability in Delaware”, released in May 2011, indicates that a Delaware worker would have to earn \$18.74 per hour to be able to afford a typical two-bedroom apartment. The typical client in our program receives a Social Security benefit of less than \$700 per month. The Coalition’s report also notes “Delaware has an immediate and pressing need for at least 13,422 rental units affordable to extremely low-income renters”. In Delaware, subsidized rental housing is in high demand and short supply. The economic downturn of the past three years has exacerbated this situation. City of Wilmington’s clients are now waiting up to four years for HOPWA funded rental assistance, which is double the waiting time compared to six years ago. During this waiting period, 60% of our clients have episodes of homelessness and up to 70% are unstably housed. For persons living with HIV/AIDS, unstable housing often leads to disconnection from medical care and support services needed to maintain overall wellness. Important new research shows that stable housing acts as an effective intervention to reduce the spread of HIV. The unfortunate fact is that there is not enough funding to meet the need for affordable housing for persons living with HIV/AIDS in Delaware.

The most current national research on the topic of HIV/AIDS housing was presented at a series of annual housing summits sponsored by the National AIDS Housing Coalition beginning in 2005. The main findings of the cumulative national research as presented at the 2011 housing summit showed that there is “a strong and consistent evidence base [which] identifies housing status as a key structural factor influencing HIV vulnerability, risk and health outcomes” and that “receipt of housing assistance has an independent, direct impact on receipt of HIV care, health status and mortality among homeless and unstably housed people living with HIV/AIDS” (North American Housing and HIV/AIDS Research Summit VI) ”.

A recent local study, conducted by the Delaware HIV Consortium, supports the national research on the topic of HIV/AIDS housing and linkage to medical care and treatment. In December 2012, the Consortium generated a report from CAREWare, a data collection system used by the Delaware Division of Public Health to document medical care and other services for persons living with HIV/AIDS. The CAREWare data clearly illustrates the importance of housing in the medical management of HIV/AIDS. Results showed that clients who self-identified as stably housed have greater medical adherence than those who self-identified as unstably housed. The data showed that 72% of the stably housed group was compliant with their HIV medical care compared with 21% medical compliance for the unstably housed group.

#### **d. Unmet Housing Needs: An Assessment of Unmet Housing Needs**

In Chart 1, provide an assessment of the number of HOPWA-eligible households that require HOPWA housing subsidy assistance but are not currently served by any HOPWA-funded housing subsidy assistance in this service area.

In Row 1, report the total unmet need of the geographical service area, as reported in *Unmet Needs for Persons with HIV/AIDS*, Chart 1B of the Consolidated or Annual Plan(s), or as reported under HOPWA worksheet in the Needs Workbook of the Consolidated Planning Management Process (CPMP) tool.

**Note:** Report most current data available, through Consolidated or Annual Plan(s), and account for local housing issues, or changes in HIV/AIDS cases, by using combination of one or more of the sources in Chart 2.

If data is collected on the type of housing that is needed in Rows a. through c., enter the number of HOPWA-eligible households by type of housing subsidy assistance needed. For an approximate breakdown of overall unmet need by type of housing subsidy assistance refer to the Consolidated or Annual Plan (s), CPMP tool or local distribution of funds. Do not include clients who are already receiving HOPWA-funded housing subsidy assistance.

Refer to Chart 2, and check all sources consulted to calculate unmet need. Reference any data from neighboring states’ or municipalities’ Consolidated Plan or other planning efforts that informed the assessment of Unmet Need in your service area.

**Note:** In order to ensure that the unmet need assessment for the region is comprehensive, HOPWA formula grantees should include those unmet needs assessed by HOPWA competitive grantees operating within the service area.

#### **1. Planning Estimate of Area’s Unmet Needs for HOPWA-Eligible Households**

1. Total number of households that have unmet housing subsidy assistance need.	241
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<p>2. From the total reported in Row 1, identify the number of households with unmet housing needs by type of housing subsidy assistance:</p> <p>a. Tenant-Based Rental Assistance (TBRA)</p> <p>b. Short-Term Rent, Mortgage and Utility payments (STRMU)</p> <ul style="list-style-type: none"> <li>• Assistance with rental costs</li> <li>• Assistance with mortgage payments</li> <li>• Assistance with utility costs.</li> </ul> <p>c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities</p>	<p>241</p> <p>9</p>
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## 2. Recommended Data Sources for Assessing Unmet Need (check all sources used)

<b>X</b>	<b>= Data as reported in the area Consolidated Plan, e.g. Table 1B, CPMP charts, and related narratives</b>
	= Data established by area HIV/AIDS housing planning and coordination efforts, e.g. Continuum of Care
	= Data from client information provided in Homeless Management Information Systems (HMIS)
<b>X</b>	<b>= Data from project sponsors or housing providers, including waiting lists for assistance or other assessments on need including those completed by HOPWA competitive grantees operating in the region.</b>
	= Data from prisons or jails on persons being discharged with HIV/AIDS, if mandatory testing is conducted
	= Data from local Ryan White Planning Councils or reported in CARE Act Data Reports, e.g. number of clients with permanent housing
	= Data collected for HIV/AIDS surveillance reporting or other health assessments, e.g. local health department or CDC surveillance data

**End of PART 1**

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## PART 2: Sources of Leveraging and Program Income

### 1. Sources of Leveraging

Report the source(s) of cash or in-kind leveraged federal, state, local or private resources identified in the Consolidated or Annual Plan and used in the delivery of the HOPWA program and the amount of leveraged dollars. In Column [1], identify the type of leveraging. Some common sources of leveraged funds have been provided as a reference point. You may add Rows as necessary to report all sources of leveraged funds. Include Resident Rent payments paid by clients directly to private landlords. Do NOT include rents paid directly to a HOPWA program as this will be reported in the next section. In Column [2] report the amount of leveraged funds expended during the operating year. Use Column [3] to provide some detail about the type of leveraged contribution (e.g., case management services or clothing donations). In Column [4], check the appropriate box to indicate whether the leveraged contribution was a housing subsidy assistance or another form of support.

**Note:** Be sure to report on the number of households supported with these leveraged funds in Part 3, Chart 1, Column d.

#### A. Source of Leveraging Chart

[1] Source of Leveraging	[2] Amount of Leveraged Funds	[3] Type of Contribution	[4] Housing Subsidy Assistance or Other Support
Public Funding			
Ryan White-Housing Assistance	372,365	Rental Assistance	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Ryan White-Other	1,978,156	Case management, transportation, dental care, nutrition programs, counseling, medical care, medications, advocacy	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Housing Choice Voucher Program			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Low Income Housing Tax Credit			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
HOME			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Shelter Plus Care			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Emergency Solutions Grant			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public: State Grant-in-Aid	38,320	Rental Assistance, Case Management	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public: Continuum of Care (HUD)	500,000	Rental Assistance, Case management	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public: Cecil County Government	30,822	Case Management	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public:	21,994	Ryan White Bus Ticket Program	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Public: HUD (HOPWA)	255,440	Rental Assistance, Case management	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Private Funding			
Grants: DE. HIV Consortium	12,500	Transportation	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
In-kind Resources	13,021	Operational	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Private: Longwood Foundation	25,000		<input checked="" type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Private:	10,700	Rental Assistance, Case management	<input checked="" type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Other Funding			
Grantee/Project Sponsor/Subrecipient (Agency) Cash			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Resident Rent Payments by Client to Private Landlord	157,644		

<b>TOTAL (Sum of all Rows)</b>	<b>3,415,962</b>		
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## 2. Program Income and Resident Rent Payments

In Section 2, Chart A., report the total amount of program income and resident rent payments directly generated from the use of HOPWA funds, including repayments. Include resident rent payments collected or paid directly to the HOPWA program. Do NOT include payments made directly from a client household to a private landlord.

**Note:** Please see report directions section for definition of program income. (Additional information on program income is available in the HOPWA Grantee Oversight Resource Guide).

### A. Total Amount Program Income and Resident Rent Payment Collected During the Operating Year

Program Income and Resident Rent Payments Collected		Total Amount of Program Income (for this operating year)
1.	Program income (e.g. repayments)	N/A
2.	Resident Rent Payments made directly to HOPWA Program	N/A
3.	<b>Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)</b>	N/A

### B. Program Income and Resident Rent Payments Expended To Assist HOPWA Households

In Chart B, report on the total program income and resident rent payments (as reported above in Chart A) expended during the operating year. Use Row 1 to report Program Income and Resident Rent Payments expended on Housing Subsidy Assistance Programs (i.e., TBRA, STRMU, PHP, Master Leased Units, and Facility-Based Housing). Use Row 2 to report on the Program Income and Resident Rent Payment expended on Supportive Services and other non-direct Housing Costs.

Program Income and Resident Rent Payment Expended on HOPWA programs		Total Amount of Program Income Expended (for this operating year)
1.	Program Income and Resident Rent Payment Expended on Housing Subsidy Assistance costs	N/A
2.	Program Income and Resident Rent Payment Expended on Supportive Services and other non-direct housing costs	N/A
3.	<b>Total Program Income Expended (Sum of Rows 1 and 2)</b>	N/A

**End of PART 2**



### PART 3: Accomplishment Data Planned Goal and Actual Outputs

In Chart 1, enter performance information (goals and actual outputs) for all activities undertaken during the operating year supported with HOPWA funds. Performance is measured by the number of households and units of housing that were supported with HOPWA or other federal, state, local, or private funds for the purposes of providing housing assistance and support to persons living with HIV/AIDS and their families.

**Note:** The total households assisted with HOPWA funds and reported in PART 3 of the CAPER should be the same as reported in the annual year-end IDIS data, and goals reported should be consistent with the Annual Plan information. Any discrepancies or deviations should be explained in the narrative section of PART 1.

#### 1. HOPWA Performance Planned Goal and Actual Outputs

	<b>HOPWA Performance Planned Goal and Actual</b>	<b>[1] Output: Households</b>				<b>[2] Output: Funding</b>	
		<b>HOPWA Assistance</b>		<b>Leveraged Households</b>		<b>HOPWA Funds</b>	
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
	<b>HOPWA Housing Subsidy Assistance</b>	<b>[1] Output: Households</b>				<b>[2] Output: Funding</b>	
1.	Tenant-Based Rental Assistance	90	99	20	12	529,385	520,699
2a.	<b>Permanent Housing Facilities:</b> Received Operating Subsidies/Leased units (Households Served)	14	14	0	0	17,000	17,000
2b.	<b>Transitional/Short-term Facilities:</b> Received Operating Subsidies/Leased units (Households Served)						
3a.	<b>Permanent Housing Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)						
3b.	<b>Transitional/Short-term Facilities:</b> Capital Development Projects placed in service during the operating year (Households Served)						
4.	Short-Term Rent, Mortgage and Utility Assistance	30	34			53,500	19,501
5.	Permanent Housing Placement Services						
6.	Adjustments for duplication (subtract)						
7.	<b>Total HOPWA Housing Subsidy Assistance</b> (Columns a. – d. equal the sum of Rows 1-5 minus Row 6; Columns e. and f. equal the sum of Rows 1-5)	134	147	20	12	599,885	573,734
	<b>Housing Development (Construction and Stewardship of facility based housing)</b>	<b>[1] Output: Housing Units</b>				<b>[2] Output: Funding</b>	
8.	Facility-based units; Capital Development Projects not yet opened (Housing Units)						
9.	Stewardship Units subject to 3 or 10 year use agreements						
10.	<b>Total Housing Developed</b> (Sum of Rows 78 & 9)						
	<b>Supportive Services</b>	<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
11a.	Supportive Services provided by project sponsors/subrecipient that also delivered HOPWA housing subsidy assistance	14	147			40,400	40,540
11b.	Supportive Services provided by project sponsors/subrecipient that only provided supportive services.						
12.	Adjustment for duplication (subtract)		3				42
13.	<b>Total Supportive Services</b> (Columns a. – d. equal the sum of Rows 11 a. & b. minus Row 12; Columns e. and f. equal the sum of Rows 11a. & 11b.)	14	150			40,400	40,498
	<b>Housing Information Services</b>	<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
14.	Housing Information Services						
15.	<b>Total Housing Information Services</b>						

Grant Administration and Other Activities		[1] Output Households				[2] Output: Funding	
16.	Resource Identification to establish, coordinate and develop housing assistance resources						
17.	Technical Assistance (if approved in grant agreement)						
18.	Grantee Administration (maximum 3% of total HOPWA grant)					19,174	19,174
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)					31,863	31,863
20.	<b>Total Grant Administration and Other Activities (Sum of Rows 17 – 20)</b>						
<b>Total Expended</b>						[2] Outputs: HOPWA Funds Expended	
						Budget	Actual
21.	<b>Total Expenditures for program year (Sum of Rows 7, 10, 13, 15, and 20)</b>					691,322	665,269

## 2. Listing of Supportive Services

Report on the households served and use of HOPWA funds for all supportive services. Do NOT report on supportive services leveraged with non-HOPWA funds.

**Data check:** Total unduplicated households and expenditures reported in Row 17 equal totals reported in Part 3, Chart 1, Row 13.

Supportive Services		[1] Output: Number of <u>Households</u>	[2] Output: Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance	14	
2.	Alcohol and drug abuse services		
3.	Case management	147	40,540
4.	Child care and other child services		
5.	Education		
6.	Employment assistance and training		
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310		
8.	Legal services		
9.	Life skills management (outside of case management)		
10.	Meals/nutritional services	14	
11.	Mental health services		
12.	Outreach		
13.	Transportation	24	144
14.	Other Activity (if approved in grant agreement). <b>Specify:</b>		
15.	<b>Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)</b>	199	
16.	<b>Adjustment for Duplication (subtract)</b>	55	
17.	<b>TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)</b>	147	40,684

### 3. Short-Term Rent, Mortgage and Utility Assistance (STRMU) Summary

In Row a., enter the total number of households served and the amount of HOPWA funds expended on Short-Term Rent, Mortgage and Utility (STRMU) Assistance. In Row b., enter the total number of STRMU-assisted households that received assistance with mortgage costs only (no utility costs) and the amount expended assisting these households. In Row c., enter the total number of STRMU-assisted households that received assistance with both mortgage and utility costs and the amount expended assisting these households. In Row d., enter the total number of STRMU-assisted households that received assistance with rental costs only (no utility costs) and the amount expended assisting these households. In Row e., enter the total number of STRMU-assisted households that received assistance with both rental and utility costs and the amount expended assisting these households. In Row f., enter the total number of STRMU-assisted households that received assistance with utility costs only (not including rent or mortgage costs) and the amount expended assisting these households. In row g., report the amount of STRMU funds expended to support direct program costs such as program operation staff.

**Data Check:** The total households reported as served with STRMU in Row a., column [1] and the total amount of HOPWA funds reported as expended in Row a., column [2] equals the household and expenditure total reported for STRMU in Part 3, Chart 1, Row 4, Columns b. and f., respectively.

**Data Check:** The total number of households reported in Column [1], Rows b., c., d., e., and f. equal the total number of STRMU households reported in Column [1], Row a. The total amount reported as expended in Column [2], Rows b., c., d., e., f., and g. equal the total amount of STRMU expenditures reported in Column [2], Row a.

Housing Subsidy Assistance Categories (STRMU)		[1] Output: Number of <u>Households</u> Served	[2] Output: Total HOPWA Funds Expended on STRMU during Operating Year
a.	Total Short-term mortgage, rent and/or utility (STRMU) assistance	21	36,035
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.	1	818
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.	3	4,528
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.	14	15,756
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.		
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.	17	13,933
g.	Direct program delivery costs (e.g., program operations staff time)		1,000

End of PART 3

## Part 4: Summary of Performance Outcomes

In Column [1], report the total number of eligible households that received HOPWA housing subsidy assistance, by type.

In Column [2], enter the number of households that continued to access each type of housing subsidy assistance into next operating year. In Column [3], report the housing status of all households that exited the program.

**Data Check:** The sum of Columns [2] (Number of Households Continuing) and [3] (Exited Households) equals the total reported in Column[1].

**Note:** Refer to the housing stability codes that appear in Part 5: Worksheet - Determining Housing Stability Outcomes.

### Section 1. Housing Stability: Assessment of Client Outcomes on Maintaining Housing Stability (Permanent Housing and Related Facilities)

#### A. Permanent Housing Subsidy Assistance

	[1] Output: Total Number of Households Served	[2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year	[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting		[4] HOPWA Client Outcomes
Tenant-Based Rental Assistance	99	67	1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing	5	Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy	23	
			6 Institution	1	Unstable Arrangements
			7 Jail/Prison		
			8 Disconnected/Unknown	1	Life Event
			9 Death	2	
Permanent Supportive Housing Facilities/ Units	14	12	1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing		Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		Unstable Arrangements
			7 Jail/Prison		
			8 Disconnected/Unknown		
			9 Death	2	Life Event

#### B. Transitional Housing Assistance

	[1] Output: Total Number of Households Served	[2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year	[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting		[4] HOPWA Client Outcomes
Transitional/ Short-Term Housing	34	8	1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable with Reduced Risk of Homelessness
			3 Private Housing	19	Stable/Permanent Housing (PH)
			4 Other HOPWA	5	

Facilities/ Units			5 Other Subsidy		Unstable Arrangements
			6 Institution		
			7 Jail/Prison		
			8 Disconnected/unknown		
			9 Death	2	Life Event
B1:Total number of households receiving transitional/short-term housing assistance whose tenure exceeded 24 months					

## Section 2. Prevention of Homelessness: Assessment of Client Outcomes on Reduced Risks of Homelessness

### (Short-Term Housing Subsidy Assistance)

Report the total number of households that received STRMU assistance in Column [1].

In Column [2], identify the outcomes of the households reported in Column [1] either at the time that they were known to have left the STRMU program or through the project sponsor or subrecipient's best assessment for stability at the end of the operating year.

Information in Column [3] provides a description of housing outcomes; therefore, data is not required.

At the bottom of the chart:

- In Row 1a., report those households that received STRMU assistance during the operating year of this report, and the prior operating year.
- In Row 1b., report those households that received STRMU assistance during the operating year of this report, and the two prior operating years.

**Data Check:** The total households reported as served with STRMU in Column [1] equals the total reported in Part 3, Chart 1, Row 4, Column b.

**Data Check:** The sum of Column [2] should equal the number of households reported in Column [1].

### Assessment of Households that Received STRMU Assistance

[1] Output: Total number of households	[2] Assessment of Housing Status		[3] HOPWA Client Outcomes
34	<b>Maintain Private Housing <u>without</u> subsidy</b> (e.g. Assistance provided/completed and client is stable, not likely to seek additional support)	8	Stable/Permanent Housing (PH)
	<b>Other Private Housing without subsidy</b> (e.g. client switched housing units and is now stable, not likely to seek additional support)	8	
	Other HOPWA Housing Subsidy Assistance		
	Other Housing Subsidy (PH)		
	<b>Institution</b> (e.g. residential and long-term care)		
	Likely that additional STRMU is needed to maintain current housing arrangements	16	Temporarily Stable, with Reduced Risk of Homelessness
	<b>Transitional Facilities/Short-term</b> (e.g. temporary or transitional arrangement)		
	<b>Temporary/Non-Permanent Housing arrangement</b> (e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)		
	Emergency Shelter/street		Unstable Arrangements
	Jail/Prison		
	Disconnected		

	Death	2	<i>Life Event</i>
1a. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the prior operating year (e.g. households that received STRMU assistance in two consecutive operating years).			5
1b. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the two prior operating years (e.g. households that received STRMU assistance in three consecutive operating years).			3

### Section 3. HOPWA Outcomes on Access to Care and Support

#### 1a. Total Number of Households

Line [1]: For project sponsors/subrecipients that provided HOPWA housing subsidy assistance during the operating year identify in the appropriate row the number of households that received HOPWA housing subsidy assistance (TBRA, STRMU, Facility-Based, PHP and Master Leasing) and HOPWA funded case management services. Use Row c. to adjust for duplication among the service categories and Row d. to provide an unduplicated household total.

Line [2]: For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance identify in the appropriate row the number of households that received HOPWA funded case management services.

**Note:** These numbers will help you to determine which clients to report Access to Care and Support Outcomes for and will be used by HUD as a basis for analyzing the percentage of households who demonstrated or maintained connections to care and support as identified in Chart 1b. below.

Total Number of Households	
<b>1. For Project Sponsors/Subrecipients that provided HOPWA Housing Subsidy Assistance:</b> Identify the total number of households that received the following <u>HOPWA-funded</u> services:	
a. Housing Subsidy Assistance (duplicated)-TBRA, STRMU, PHP, Facility-Based Housing, and Master Leasing	104
b. Case Management	
c. Adjustment for duplication (subtraction)	
<b>d. Total Households Served by Project Sponsors/Subrecipients with Housing Subsidy Assistance (Sum of Rows a.b. minus Row c.)</b>	<b>104</b>
<b>2. For Project Sponsors/Subrecipients did NOT provide HOPWA Housing Subsidy Assistance:</b> Identify the total number of households that received the following <u>HOPWA-funded</u> service:	
a. HOPWA Case Management	
<b>b. Total Households Served by Project Sponsors/Subrecipients without Housing Subsidy Assistance</b>	

#### 1b. Status of Households Accessing Care and Support

Column [1]: Of the households identified as receiving services from project sponsors/subrecipients that provided HOPWA housing subsidy assistance as identified in Chart 1a., Row 1d. above, report the number of households that demonstrated access or maintained connections to care and support within the program year.

Column [2]: Of the households identified as receiving services from project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a., Row 2b., report the number of households that demonstrated improved access or maintained connections to care and support within the program year.

**Note:** For information on types and sources of income and medical insurance/assistance, refer to Charts below.

Categories of Services Accessed	[1] For project sponsors/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:	Outcome Indicator
1. Has a housing plan for maintaining or establishing stable on-going housing	104		<i>Support for Stable Housing</i>
2. Had contact with case manager/benefits counselor consistent with the schedule specified in client's individual service plan (may include leveraged services such as Ryan White Medical Case Management)	104		<i>Access to Support</i>
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	104		<i>Access to Health Care</i>
4. Accessed and maintained medical insurance/assistance	104		<i>Access to Health Care</i>
5. Successfully accessed or maintained qualification for sources of income	104		<i>Sources of Income</i>

Chart 1b., Line 4: Sources of Medical Insurance and Assistance include, but are not limited to the following (Reference only)

MEDICAID Health Insurance Program, or use local program name	Veterans Affairs Medical Services	Ryan White-funded Medical or Dental Assistance
MEDICARE Health Insurance Program, or use local program name	AIDS Drug Assistance Program (ADAP) State Children's Health Insurance Program (SCHIP), or use local program name	

Chart 1b., Row 5: Sources of Income include, but are not limited to the following (Reference only)

Earned Income	Child Support	General Assistance (GA), or use local program name
Veteran's Pension	Social Security Disability Income (SSDI)	Private Disability Insurance
Unemployment Insurance	Alimony or other Spousal Support	Temporary Assistance for Needy Families (TANF)
Pension from Former Job	Veteran's Disability Payment	Other Income Sources
Supplemental Security Income (SSI)	Retirement Income from Social Security	
	Worker's Compensation	

### 1c. Households that Obtained Employment

Column [1]: Of the households identified as receiving services from project sponsors/subrecipients that provided HOPWA housing subsidy assistance as identified in Chart 1a., Row 1d. above, report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or related case management/counseling services.

Column [2]: Of the households identified as receiving services from project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a., Row 2b., report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or case management/counseling services.

**Note:** This includes jobs created by this project sponsor/subrecipients or obtained outside this agency.

**Note:** Do not include jobs that resulted from leveraged job training, employment assistance, education or case management/counseling services.

Categories of Services Accessed	[1 For project sponsors/subrecipients that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors/subrecipients that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:
Total number of households that obtained an income-producing job		

**End of PART 4**



## PART 5: Worksheet - Determining Housing Stability Outcomes (optional)

1. This chart is designed to assess program results based on the information reported in Part 4 and to help Grantees determine overall program performance. Completion of this worksheet is optional.

<b>Permanent Housing Subsidy Assistance</b>	<b>Stable Housing</b> (# of households remaining in program plus 3+4+5+6)	<b>Temporary Housing</b> (2)	<b>Unstable Arrangements</b> (1+7+8)	<b>Life Event</b> (9)
Tenant-Based Rental Assistance (TBRA)	96		1	2
Permanent Facility-based Housing Assistance/Units	14			2
Transitional/Short-Term Facility-based Housing Assistance/Units				
<b>Total Permanent HOPWA Housing Subsidy Assistance</b>	<b>110</b>		<b>1</b>	<b>4</b>
<b>Reduced Risk of Homelessness: Short-Term Assistance</b>	<b>Stable/Permanent Housing</b>	<b>Temporarily Stable, with Reduced Risk of Homelessness</b>	<b>Unstable Arrangements</b>	<b>Life Events</b>
Short-Term Rent, Mortgage, and Utility Assistance (STRMU)	34			2
<b>Total HOPWA Housing Subsidy Assistance</b>	<b>34</b>			<b>2</b>

### Background on HOPWA Housing Stability Codes

#### Stable Permanent Housing/Ongoing Participation

3 = Private Housing in the private rental or home ownership market (without known subsidy, including permanent placement with families or other self-sufficient arrangements) with reasonable expectation that additional support is not needed.

4 = Other HOPWA-funded housing subsidy assistance (not STRMU), e.g. TBRA or Facility-Based Assistance.

5 = Other subsidized house or apartment (non-HOPWA sources, e.g., Section 8, HOME, public housing).

6 = Institutional setting with greater support and continued residence expected (e.g., residential or long-term care facility).

#### Temporary Housing

2 = Temporary housing - moved in with family/friends or other short-term arrangement, such as Ryan White subsidy, transitional housing for homeless, or temporary placement in institution (e.g., hospital, psychiatric hospital or other psychiatric facility, substance abuse treatment facility or detox center).

#### Unstable Arrangements

1 = Emergency shelter or no housing destination such as places not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station, or anywhere outside).

7 = Jail /prison.

8 = Disconnected or disappeared from project support, unknown destination or no assessments of housing needs were undertaken.

#### Life Event

9 = Death, i.e., remained in housing until death. This characteristic is not factored into the housing stability equation.

**Tenant-based Rental Assistance:** Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as reported under: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item: 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Permanent Facility-Based Housing Assistance:** Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Transitional/Short-Term Facility-Based Housing Assistance:** Stable Housing is the sum of the number of households that (i) continue in the residences (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Other Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Tenure Assessment.** A baseline of households in transitional/short-term facilities for assessment purposes, indicate the number of households whose tenure exceeded 24 months.

**STRMU Assistance:** Stable Housing is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period and there is reasonable expectation that additional support is not needed in order to maintain permanent housing living situation (as this is a time-limited form of housing support) as reported under housing status: Maintain Private Housing with subsidy; Other Private with Subsidy; Other HOPWA support; Other Housing Subsidy; and Institution. Temporarily Stable, with Reduced Risk of Homelessness is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period or left their current housing arrangement for a transitional facility or other temporary/non-permanent housing arrangement and there is reasonable expectation additional support will be needed to maintain housing arrangements in the next year, as reported under housing status: Likely to maintain current housing arrangements, with additional STRMU assistance; Transitional Facilities/Short-term; and Temporary/Non-Permanent Housing arrangements. Unstable Situation is the sum of number of households reported under housing status: Emergency Shelter; Jail/Prison; and Disconnected.

**End of PART 5**

## PART 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY)

The Annual Certification of Usage for HOPWA Facility-Based Stewardship Units is to be used in place of Part 7B of the CAPER if the facility was originally acquired, rehabilitated or constructed/developed in part with HOPWA funds but no HOPWA funds were expended during the operating year. Scattered site units may be grouped together on one page.

Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation are required to operate their facilities for HOPWA eligible individuals for at least ten (10) years. If non-substantial rehabilitation funds were used they are required to operate for at least three (3) years. Stewardship begins once the facility is put into operation.

**Note:** See definition of Stewardship Units.

### 1. General information

HUD Grant Number(s)	Operating Year for this report From (mm/dd/yy) To (mm/dd/yy) <input type="checkbox"/> Final Yr  <input type="checkbox"/> Yr 1; <input type="checkbox"/> Yr 2; <input type="checkbox"/> Yr 3; <input type="checkbox"/> Yr 4; <input type="checkbox"/> Yr 5; <input type="checkbox"/> Yr 6; <input type="checkbox"/> Yr 7; <input type="checkbox"/> Yr 8; <input type="checkbox"/> Yr 9; <input type="checkbox"/> Yr 10;
Grantee Name	Date Facility Began Operations (mm/dd/yy)

### 2. Number of Units and Non-HOPWA Expenditures

Facility Name:	Number of Stewardship Units Developed with HOPWA funds	Amount of Non-HOPWA Funds Expended in Support of the Stewardship Units during the Operating Year
Total Stewardship Units (subject to 3- or 10- year use periods)		

### 3. Details of Project Site

Project Sites: Name of HOPWA-funded project	
Site Information: Project Zip Code(s)	
Site Information: Congressional District(s)	
Is the address of the project site confidential?	<input type="checkbox"/> Yes, protect information; do not list <input type="checkbox"/> Not confidential; information can be made available to the public
<b>If the site is not confidential:</b> Please provide the contact information, phone, email address/location, if business address is different from facility address	

I certify that the facility that received assistance for acquisition, rehabilitation, or new construction from the Housing Opportunities for Persons with AIDS Program has operated as a facility to assist HOPWA-eligible persons from the date shown above. I also certify that the grant is still serving the planned number of HOPWA-eligible households at this facility through leveraged resources and all other requirements of the grant agreement are being satisfied.

*I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.*

<b>Name &amp; Title of Authorized Official of the organization that continues to operate the facility:</b>	<b>Signature &amp; Date (mm/dd/yy)</b>
<b>Name &amp; Title of Contact at Grantee Agency</b> (person who can answer questions about the report and program)	<b>Contact Phone (with area code)</b>

## End of PART 6

### Part 7: Summary Overview of Grant Activities

#### A. Information on Individuals, Beneficiaries, and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, Facility-Based Units, Permanent Housing Placement and Master Leased Units ONLY)

*Note: Reporting for this section should include ONLY those individuals, beneficiaries, or households that received and/or resided in a household that received HOPWA Housing Subsidy Assistance as reported in Part 3, Chart 1, Row 7, Column b. (e.g., do not include households that received HOPWA supportive services ONLY).*

#### Section 1. HOPWA-Eligible Individuals who Received HOPWA Housing Subsidy Assistance

##### a. Total HOPWA Eligible Individuals Living with HIV/AIDS

In Chart a., provide the total number of eligible (and unduplicated) low-income individuals living with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance during the operating year. This total should include only the individual who qualified the household for HOPWA assistance, NOT all HIV positive individuals in the household.

Individuals Served with Housing Subsidy Assistance	Total
Number of individuals with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance.	147

##### Chart b. Prior Living Situation

In Chart b., report the prior living situations for all Eligible Individuals reported in Chart a. In Row 1, report the total number of individuals who continued to receive HOPWA housing subsidy assistance from the prior operating year into this operating year. In Rows 2 through 17, indicate the prior living arrangements for all new HOPWA housing subsidy assistance recipients during the operating year.

**Data Check:** The total number of eligible individuals served in Row 18 equals the total number of individuals served through housing subsidy assistance reported in Chart a. above.

Category		Total HOPWA Eligible Individuals Receiving Housing Subsidy Assistance
1.	<u>Continuing</u> to receive HOPWA support from the prior operating year	87
<b>New Individuals who received HOPWA Housing Subsidy Assistance support during Operating Year</b>		
2.	Place not meant for human habitation (such as a vehicle, abandoned building, bus/train/subway station/airport, or outside)	
3.	Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	2
4.	Transitional housing for homeless persons	3
5.	<b>Total number of new Eligible Individuals who received HOPWA Housing Subsidy Assistance with a Prior Living Situation that meets HUD definition of homelessness (Sum of Rows 2 – 4)</b>	
6.	Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	5
7.	Psychiatric hospital or other psychiatric facility	
8.	Substance abuse treatment facility or detox center	
9.	Hospital (non-psychiatric facility)	
10.	Foster care home or foster care group home	
11.	Jail, prison or juvenile detention facility	
12.	Rented room, apartment, or house	30
13.	House you own	1

14.	Staying or living in someone else's (family and friends) room, apartment, or house	16
15.	Hotel or motel paid for without emergency shelter voucher	
16.	Other	3
17.	Don't Know or Refused	
18.	<b>TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)</b>	147

### c. Homeless Individual Summary

In Chart c., indicate the number of eligible individuals reported in Chart b., Row 5 as homeless who also are homeless Veterans and/or meet the definition for Chronically Homeless (See Definition section of CAPER). The totals in Chart c. do not need to equal the total in Chart b., Row 5.

Category	Number of Homeless Veteran(s)	Number of Chronically Homeless
HOPWA eligible individuals served with HOPWA Housing Subsidy Assistance		

## Section 2. Beneficiaries

In Chart a., report the total number of HOPWA eligible individuals living with HIV/AIDS who received HOPWA housing subsidy assistance (*as reported in Part 7A, Section 1, Chart a.*), and all associated members of their household who benefitted from receiving HOPWA housing subsidy assistance (resided with HOPWA eligible individuals).

**Note:** See definition of HOPWA Eligible Individual

**Note:** See definition of Transgender.

**Note:** See definition of Beneficiaries.

**Data Check:** The sum of each of the Charts b. & c. on the following two pages equals the total number of beneficiaries served with HOPWA housing subsidy assistance as determined in Chart a., Row 4 below.

### a. Total Number of Beneficiaries Served with HOPWA Housing Subsidy Assistance

Individuals and Families Served with HOPWA Housing Subsidy Assistance	Total Number
1. Number of individuals with HIV/AIDS who qualified the household to receive HOPWA housing subsidy assistance (equals the number of HOPWA Eligible Individuals reported in Part 7A, Section 1, Chart a.)	87
2. Number of ALL other persons <b>diagnosed</b> as HIV positive who reside with the HOPWA eligible individuals identified in Row 1 and who benefitted from the HOPWA housing subsidy assistance	6
3. Number of ALL other persons <b>NOT diagnosed</b> as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefitted from the HOPWA housing subsidy	69
<b>4. TOTAL number of ALL <u>beneficiaries</u> served with Housing Subsidy Assistance (Sum of Rows 1,2, &amp; 3)</b>	162

**b. Age and Gender**

In Chart b., indicate the Age and Gender of all beneficiaries as reported in Chart a. directly above. Report the Age and Gender of all HOPWA Eligible Individuals (those reported in Chart a., Row 1) using Rows 1-5 below and the Age and Gender of all other beneficiaries (those reported in Chart a., Rows 2 and 3) using Rows 6-10 below. The number of individuals reported in Row 11, Column E. equals the total number of beneficiaries reported in Part 7, Section 2, Chart a., Row 4.

HOPWA Eligible Individuals (Chart a, Row 1)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
1.	Under 18		1			1
2.	18 to 30 years	2	1			3
3.	31 to 50 years	37	28	1		66
4.	51 years and Older	43	33	1		77
5.	Subtotal (Sum of Rows 1-4)	82	63	2		147
All Other Beneficiaries (Chart a, Rows 2 and 3)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
6.	Under 18	13	13			26
7.	18 to 30 years	10	17			27
8.	31 to 50 years	8	2			10
9.	51 years and Older	5	7			12
10.	Subtotal (Sum of Rows 6-9)	36	39			75
Total Beneficiaries (Chart a, Row 4)						
11.	TOTAL (Sum of Rows 5 & 10)	118	102			222

### c. Race and Ethnicity\*

In Chart c., indicate the Race and Ethnicity of all beneficiaries receiving HOPWA Housing Subsidy Assistance as reported in Section 2, Chart a., Row 4. Report the race of all HOPWA eligible individuals in Column [A]. Report the ethnicity of all HOPWA eligible individuals in column [B]. Report the race of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [C]. Report the ethnicity of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [D]. The summed total of columns [A] and [C] equals the total number of beneficiaries reported above in Section 2, Chart a., Row 4.

Category		HOPWA Eligible Individuals		All Other Beneficiaries	
		[A] Race [all individuals reported in Section 2, Chart a., Row 1]	[B] Ethnicity [Also identified as Hispanic or Latino]	[C] Race [total of individuals reported in Section 2, Chart a., Rows 2 & 3]	[D] Ethnicity [Also identified as Hispanic or Latino]
1.	American Indian/Alaskan Native				
2.	Asian				
3.	Black/African American	109		63	
4.	Native Hawaiian/Other Pacific Islander				
5.	White	20	2	12	3
6.	American Indian/Alaskan Native & White				
7.	Asian & White				
8.	Black/African American & White				
9.	American Indian/Alaskan Native & Black/African American				
10.	Other Multi-Racial	18	4		
11.	Column Totals (Sum of Rows 1-10)	147	6	75	3
<b>Data Check:</b> Sum of Row 11 Column A and Row 11 Column C equals the total number HOPWA Beneficiaries reported in Part 3A, Section 2, Chart a., Row 4.					

\*Reference (data requested consistent with Form HUD-27061 Race and Ethnic Data Reporting Form)

## Section 3. Households

### Household Area Median Income

Report the area median income(s) for all households served with HOPWA housing subsidy assistance.

**Data Check:** The total number of households served with HOPWA housing subsidy assistance should equal Part 3C, Row 7, Column b and Part 7A, Section 1, Chart a. (Total HOPWA Eligible Individuals Served with HOPWA Housing Subsidy Assistance).

**Note:** Refer to [http://www.huduser.org/portal/datasets/il/il2010/select\\_Geography\\_mfi.odn](http://www.huduser.org/portal/datasets/il/il2010/select_Geography_mfi.odn) for information on area median income in your community.

Percentage of Area Median Income		Households Served with HOPWA Housing Subsidy Assistance
1.	0-30% of area median income (extremely low)	132
2.	31-50% of area median income (very low)	13
3.	51-80% of area median income (low)	1
4.	Total (Sum of Rows 1-3)	147

**Part 7: Summary Overview of Grant Activities**  
**B. Facility-Based Housing Assistance**

Complete one Part 7B for each facility developed or supported through HOPWA funds.

**Do not complete this Section for programs originally developed with HOPWA funds but no longer supported with HOPWA funds.** If a facility was developed with HOPWA funds (subject to ten years of operation for acquisition, new construction and substantial rehabilitation costs of stewardship units, or three years for non-substantial rehabilitation costs), but HOPWA funds are no longer used to support the facility, the project sponsor or subrecipient should complete Part 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY).

Complete Charts 2a., Project Site Information, and 2b., Type of HOPWA Capital Development Project Units, for all Development Projects, including facilities that were past development projects, but continued to receive HOPWA operating dollars this reporting year.

**1. Project Sponsor/Subrecipient Agency Name (Required)**

House of Joseph II / Ministry of Caring

**2. Capital Development**

**2a. Project Site Information for HOPWA Capital Development of Projects (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this reporting year)**

*Note: If units are scattered-sites, report on them as a group and under type of Facility write "Scattered Sites."*

Type of Development this operating year	HOPWA Funds Expended this operating year (if applicable)	Non-HOPWA funds Expended (if applicable)	Name of Facility:
<input type="checkbox"/> New construction	\$	\$	<b>Type of Facility [Check <u>only one</u> box.]</b> <input type="checkbox"/> Permanent housing <input type="checkbox"/> Short-term Shelter or Transitional housing <input type="checkbox"/> Supportive services only facility
<input type="checkbox"/> Rehabilitation	\$	\$	
<input type="checkbox"/> Acquisition	\$	\$	
<input type="checkbox"/> Operating	\$	\$	
a.	Purchase/lease of property:		Date (mm/dd/yy):
b.	Rehabilitation/Construction Dates:		Date started:                      Date Completed:
c.	Operation dates:		Date residents began to occupy: <input type="checkbox"/> Not yet occupied
d.	Date supportive services began:		Date started: <input type="checkbox"/> Not yet providing services
e.	Number of units in the facility:		HOPWA-funded units =                      Total Units =
f.	Is a waiting list maintained for the facility?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, number of participants on the list at the end of operating year</i>
g.	What is the address of the facility (if different from business address)?		
h.	Is the address of the project site confidential?		<input type="checkbox"/> Yes, protect information; do not publish list <input type="checkbox"/> No, can be made available to the public



**2b. Number and Type of HOPWA Capital Development Project Units (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this Reporting Year)**

For units entered above in 2a. please list the number of HOPWA units that fulfill the following criteria:

	Number Designated for the Chronically Homeless	Number Designated to Assist the Homeless	Number Energy-Star Compliant	Number 504 Accessible
Rental units constructed (new) and/or acquired <u>with or without</u> rehab				
Rental units rehabbed				
Homeownership units constructed (if approved)				

**3. Units Assisted in Types of Housing Facility/Units Leased by Project Sponsor or Subrecipient**  
Charts 3a., 3b. and 4 are required for each facility. In Charts 3a. and 3b., indicate the type and number of housing units in the facility, including master leased units, project-based or other scattered site units leased by the organization, categorized by the number of bedrooms per unit.

*Note: The number units may not equal the total number of households served.*

**Please complete separate charts for each housing facility assisted. Scattered site units may be grouped together.**

**3a. Check one only**

- ☐ Permanent Supportive Housing Facility/Units  
☐ Short-term Shelter or Transitional Supportive Housing Facility/Units

**3b. Type of Facility**

Complete the following Chart for all facilities leased, master leased, project-based, or operated with HOPWA funds during the reporting year.

Name of Project Sponsor/Agency Operating the Facility/Leased Units:

Type of housing facility operated by the project sponsor/subrecipient		Total Number of <u>Units</u> in use during the Operating Year Categorized by the Number of Bedrooms per Units					
		SRO/Studio/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5+bdrm
a.	Single room occupancy dwelling	21					
b.	Community residence						
c.	Project-based rental assistance units or leased units						
d.	Other housing facility <u>Specify:</u>						

#### 4. Households and Housing Expenditures

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor/subrecipient on subsidies for housing involving the use of facilities, master leased units, project based or other scattered site units leased by the organization.

Housing Assistance Category: Facility Based Housing		Output: Number of Households	Output: Total HOPWA Funds Expended during Operating Year by Project Sponsor/subrecipient
a.	Leasing Costs		
b.	Operating Costs	21	17,000.00
c.	Project-Based Rental Assistance (PBRA) or other leased units		
d.	Other Activity (if approved in grant agreement) <u>Specify:</u>		
e.	Adjustment to eliminate duplication (subtract)		
f.	<b>TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)</b>	21	17,000.00